

CHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

Instruction to the tender

(Against Tender specification No -~~CSJM.U./RR.(Admin)/1647~~ 2012 Date-26-06-1

1. Date of opening: -09-07-2012
2. Name of work- Operation & annual comprehensive Maintenance of EHV 33/11kv-01 No.& 11/433 KV - 04 No's. Sub-Stations
3. Amount of earnest money to be submitted-The Bidder shall deposit the Earnest money amount @25,000 in the shape of FDR /DD/Banker chq, in favor of Finance Officer CSJM University, payable at Kanpur.
4. List of document:-(Self attested Xerox copy) to be submitted-
 - 'A' class electrical contractor license.
 - Service tax No.
 - Tin No.
 - List of ongoing work.
 - PAN CARD No /Audited/certified financial statement of account by chartered accountant & Income Tax Return indicating annual Turn over for last three years.
 - Order copy of work executed till date.

5- Cost of Tender document-

Cost of Tender:-1,000/- payable by DEMAND DRAFT/BANKER'S CHEQUE drawn in Favor of Finance Officer CSJM University, Kanpur. **The Tender document is available on web site- www.kanpuruniversity.org in a downloadable format. The same may also be purchased from cash counter of the university for Rs.1000.00.No fee for downloading of bid document is required, however cost of Tender document mentioned above i.e.1,000/-shall be compulsorily deposited by the firm /tendered, while submitting the bid.**


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INSTRUCTIONS TO TENDERERS:-

1. Tenderers are requested to go through the instructions carefully and furnish complete information along with their tender offer, failing which their offer may not be considered at all. Tenders shall be received in two separate parts each shall be in separate sealed covers as hereunder:-
 - I. **TENDER BID PART:- I** Shall contain the earnest money Rs25,000/ in the shape of Bank draft FDR/ experience certificates photocopy of pan card, photocopy of tin allotment certificate, technical particulars and documents. The sealed cover for this part of the bid shall be subscribed "Tender bid Part -I (Earnest Money) against tender No-CSIMU/AR(Admin)/1647/2012
 - II. **TENDER BID PART:- II** Shall contain rates only. The sealed cover containing this part of the tender bid shall be subscribed, tender bid part-II (Commercial)
 - III. **TENDER BIDS PART-I AND PART: -II** Shall be put in one big envelope duly sealed and marked as Tender against tender No.CSIMU/AR(Admin)/1647/12. Kanpur due for opening on..09/07/2012 at 15.00 Hrs.
 - IV. Telegraphic tender or in any form other than the above shall not be accepted.
- 1.02. The tenders shall be received upto 14.00 hrs on..09/07/12... in administrative building of the University. Tenders received late shall be not be considered.
- 1.03. The tenders will be publicly opened in this office at 15.00 hrs on..09/07/12 presence of tenderer Or their authorized representatives who wish to be present .In Case, the offer is not with the valid earnest money, part-II of the tender bid shall not be opened. No further consideration of the tender shall be made in such cases.
- 1.04. Only such firms need tender who can produce satisfactory evidence that they have necessary Resources and organization to undertake the work tender for to the satisfaction of the purchaser.
- 1.05. Tender are requested to submit the price schedule in the prescribed proforma, the appendices/ annexure duly filled in it by them as required by following strictly the instructions and notes supplementary there, to facilitate purchaser to prepare comparative statement. Failure to do so may prevent the tenderers from being considered.
- 1.06. The successful tenderer will have to execute an agreement in specified contract form for the proper fulfillment of the contract.
- 1.07. The tenderer shall be deemed to have carefully examined the general conditions, special condition, specification schedule etc, attached with the tender specification.
- 1.08. The offers of the tenderers should be valid for 120 days from the date of opening tender.
- 1.09. Any portion of the terms and condition as laid down in the specification which is not clear To the tenderer should be got clarified before submission of the tender. Tender or requested to adhere to all clauses of Contract from "A" and other Terms and condition to facilitate finalization of the contract. As appended in the tender document.


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- 1.10. The purchaser does not pledge to accept the lowest or any other tender and reserves the right to accept the whole or any portion of any tender as he may think fit without assigning any reason for non- acceptance or selection or reject all tenders without assigning reason thereof.
- 1.11. The C S J M University, Kanpur, may revise or amend the specification and drawings prior to the date notified or opening of the tender. Such revision and amendment, if any, will be communicated to all tenderes and amendment/addenda to this invitation of the tenderes.
- 1.12. Any action on the part of the tenderes to revise the prices /or to change the structure of Price/prices at his own instance after the opening of tenderes may result in rejection of the tender and/also debarring him from submission of the tenderes to the university at least for one year and/or forfeiture of amount of earnest money.
- 1.13. Any approach etc. officially or otherwise on the part of the tenderer or his representative. shall his tender liable to be summarily rejected
- 1.14. The tender document once submitted will not be returned back.
- 1.15. The prices of tender specification will not be refunded under any circumstances what-so-
Ever.
- 1.16. Tender proforma should be filled completely by the tenderers in accordance with the Instruction contained herein otherwise their tender may be ignored.
- 1.17. The work will be governed by the "Conditions of the Contract Form "A" for execution of Work enclosed with the specification and the stipulation made in instruction to tenderers.
- 1.18. Tender must be registered under U.P. Vanijyakar/Central Sales Tax department and they Must specify such registration nos.
- 1.19. Photocopy of PAN NUMBER & 'A' Class Approved Electrical License should be enclosed By the tender.
- 1.20. Conditional offers shall not be entertained in any case.
- 1.21. Preference shall be given to experienced firms/contractors/in the finalization of the Tender.
- 1.22. Such firm/contractors who have no experience in execution of work of similar nature of Job may not be considered.
- 1.23. If the scheduled date of tender opening is holiday due to any reason the /tenders shall be Received and opened on next working days at the same time and place.
- 1.24. Work and site can be seen in the c.s.j.m. university campus on any working day.
- 1.25. The sub station will be handed over to the contractor on "AS IS WHERE IS" condition


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2-GENERAL CONDITIONS

- (i) In no case, payment shall be made by of credit.
- (ii) In case of ambiguous or self contradictory terms/ conditions mentioned in the tender, interpretation on any disadvantageous clause to the tenderer shall be taken without any reference to the tenderer.
- (iii) In case tenderer offer any deviation from these special conditions the same should be clearly brought out in tender bid part-I in the prescribed proform enclosed. However the university reserve the right whether to accept the deviations or not.
- (iv) Any over writing/cutting in the tender should be duly signed and stamped.
- (v) The purchaser shall have the right to award full or part of the work to any the successful tenderer without assigning any reason thereof.
- (vi) At the time of tender opening, any authorized representative of the tender present to attend the same may be asked by this office to produce the certificate of authority from the tender, failing which this office reserves the right not to allow him to attend the tender opening.
- (vii) The rates should be quoted in the from of schedule of price and quantities of tender document or in the same manner on tender's own letter paid. The rate should be FIRM for the entire period of completion of agreement against this tender.
- (viii) 10% Security Amount of the Annual Comprehensive Maintenance will be deposited Morgan in the form of FDR favor of Finance Officer CSJM University Kanpur.


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**CONDITIONS OF CONTRACT
FOR**

(Operation & Annual comprehensive Maintenance of 01 No. 33/11 K.V & 04 Nos. 11/.433 K.V.S/S)

1. Scope:-

The Scope of work covers all activities related to **Operation & Annual comprehensive Maintenance of 33/11 K.V. 01 No. & 11/.433 K.V. 04 No's Sub Stations at Chhatrapati Shahu Ji Maharaj University Kanpur.**

2. Nature of Contracts:-

The work for maintenance of above Electrical work shall be awarded through this contract:-

The contract shall cover all Electrical work including T&P and labour etc to complete the scope. Materials shall include in the scope of work. The contractor shall fully responsible for timely execution of all the activities under above contractor such that the work is completed and handed over within minimum completion period. The contractor shall be fully responsible for the work to be executed under the contract and any breach or default under the contract will be giving CSJM University the absolute right to take appropriate action under the contracts including right to recover damages or terminate the contracts .Any such breach or occurrence if any of the contract shall not relive the contractor of any of his responsibility / obligations under the contract and no time extension shall be given to the contractor on these grounds.

- 2.1** All required Tools & Plant, workers, materials required for maintenance of s/s shall be arranged by contractor.
- 2.2** The materials required for maintenance such as cable, equipment, CT , PT, ACB, VCB, Transformer, Relay, Isolators, Connectors/ all relative materials of sub station etc. shall be as per relevant IS code and testing of materials shall be done by the contractor from standard laboratory at his own cost as per the direction of Engineer / In charge.
- 2.3** The contractor will make his own arrangements for electricity / water required for maintenance of substation. Nothing shall be paid on this account by the University.
- 2.4** The contractor will arrange for temporary stores at the site of work at his own cost.
- 2.5** Regular Testing of maintenance material as per standard practice or direction of Engineer-in-Charge shall be carried by contractor at his own cost from standard laboratory.
- 2.6** Jr. Engineer {Electrical} CSJM University will be the Engineer in charge for this work.


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3. Terms & Conditions:-

The terms & Conditions of the contract shall be governed by the General Condition for Execution of work, From "A" 'Special Condition of Contract' and other sections of contract document, except for specific modifications/ amendments duly incorporated in the contract. In case of any contradiction or inconsistency between provisions of these Special Conditions' and other annexure of contract, the provisions contained in these special conditions shall prevail.

4. Price: -

The price of all the items and services as per given schedule I shall remain FIRM in all respects through out the currency of the contract and for extended period as per consent of both the parties.

5. Taxes and Duties:-

Any taxes, duties and levies shall be contractor's account & no separate claim on this account shall be entertained by CSJM University. No work contract tax shall be payable and CSJMU shall not bear any liability on this account. CSJMU shall not bear any liability towards Turnover Tax, corporate tax sales tax on work contract, income tax and any other such taxes & surcharge/ cess on them, these shall be contractor's account as applicable. CSJM University shall be entitled to deduct income tax and other taxes at source in accordance with provisions of income tax/ other taxation laws as applicable from time to time. Service tax as legally applicable shall only be paid extra incase the firm produces the proof of the same.

6. Terms of Payment :-

- 1) Payment shall be made on monthly basis, upon report of satisfactory work by the E/I, but in no case advance shall be paid to contractors.
- 2) In case of unsatisfactory performance during period, up to 10 percent penalty of the bill amount shall be imposed.

7. Material Quality: -

All materials used in maintenance of the works shall be new and shall comply with the standards and codes specified and shall be selected from the best available, considering strength, durability and engineering practices. It will not deteriorate or distort under the prevailing extremes of atmospheric conditions and under the extreme service parameters. Where material / workmanship has not been specifically described in these specifications the contractor shall specifically obtain approval of the Engineer.

The proposal for obtaining the approval shall clearly bring out the merit and demerit. The workmanship shall be in accordance with the best engineering practice and shall be such as have been proved to be suitable for the intended purpose and for giving satisfactory performance under the prevailing climatic conditions.

8. Inspection and Testing:-

In cases where the contract provides for tests whether at the premises or works of the contractor or of any Sub contractor the contractor shall provide free of charge such items as labour, materials, electricity, fuel, water, stores, apparatus, instruments and the transport as may be reasonably required to carry out effectively, such tests on the equipments in accordance with the contract and shall give facilities to the Engineer or to his authorized representative to accomplish inspection. All the expenses incurred for testing including material consumed in testing shall be to the contractor's account.


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9. Responsibility of the Contractor for Completeness of contract:-

The contractor shall be entirely responsible for the execution of the contract in all respect in accordance with the terms of the General Conditions of the contract Form 'A' Technical Specifications and schedules attached hitherto. The purchaser shall have the right to require the Contractor to make any change in the general arrangement which may be necessary in the opinion of the engineer to make the equipment to conform to the provision and the intent of the contract Specification without additional cost to the purchaser.

10. Local Condition :-

The contractor is deemed to have informed himself of all local conditions and factors which may have any effect on the execution of the work covered under these documents and specifications. The contractor is deemed to have familiarized himself with the Income Tax Act 1961, the companies' act 1956, Customs Act 1962, and other related Acts and laws with latest revisions prevalent in India. The Contractor shall obtain and pay for all permits and licenses or other privileges necessary to complete the work. The laws, rules and regulations of all Government authorities in India, having jurisdiction over the work shall govern the work of this contract with the same force and effect as if incorporated in full in to the contract documents. Where such laws, rules and regulation conflict with the contract documents the more stringent requirements as interpreted by the Engineer shall govern. Should such conflict require changes in the contract documents, the contractor shall promptly notify the Engineer.

11. Maintenance Machinery:-

The Contractor shall bring his own maintenance / erection machinery Tools & Plants for maintenance work and shall have to arrange his own set up to maintenance of S/S.

12. Responsibility of Equipments and Materials Received at site:-

The Contractor shall use the equipments, the materials exclusively for the execution of the contract strictly in accordance with its terms and condition and no part of the equipment shall be utilized for any other work or purpose whatsoever. It should be clearly understood by the contractor non-observance of the above obligations by the contractor shall inter-alia constitute a criminal breach of trust on the part of the contractor for all intents and purpose including legal / penal consequences.

13. Responsibility of contractor:-

The contractor shall keep competent representative (s) constantly in charge of maintenance work on the premises during working hours. He shall arrive at site at least one week in advance of start of work to acquaint himself of the local conditions and to set up his site office and maintenance organization. He shall obtain the approval of the Engineer wherever necessary, shall receive and comply with his direction, carry out work according to approved drawings, specifications and supervise the work of all men employed by the Contractor or his Sub-Contractor. He shall inform the Engineer of any inconsistency or discrepancy that may appear in drawings and specifications and will resolve it to the satisfaction of the Engineer.

The contractor's representative at site shall not be withdrawn without the previous consent of Engineer in writing. If in the opinion of the Engineer the progress of maintenance work by the contractor at any stage needs expedition so as to ensure completion of work within stipulated time, the Engineer shall have the right to instruct the contractor to increase the man power in appropriate categories and / or the working hour per day and / or maintenance equipments and the contractor shall comply with these instructions or forth with.

14. Care of Finished work: -

The Contractor shall effectively protect the work from action of weather and from damage or defacement and cover finished parts wherever required their thorough protection. Face work shall be perfectly clean and free from defects. The contractor and his sub contractor (s) shall be responsible during the execution of their work for protection of the work which has been completed by them. Suitable means shall be used to protect finished work when moving equipment.

15. Cleaning up work site:-

During maintenance, the contractor shall without any additional payment, at all times keep the working and storage areas used by him free from accumulation of waste material or rubbish. Upon completion of maintenance, he shall remove or dispose off all temporary structures in a satisfactory manner, waste and debris and leave the premises in a condition satisfactory to the Engineer.

16. Contractor's Employees at site: -

The contractor shall provide, at the proper time the necessary workmen, supervisors and other personnel duly qualified, experienced and in sufficient numbers for the awarded works. The change in qualifications and experience of different categories of personnel will require prior approval of the Engineer of the contract. The contractor shall employ, at least competent representative, whose name, qualifications and experience shall have been communicated in writing previously to the Engineer for prior approval supervise the maintenance work. The said representative or if more than one shall be employed, then one such representative, shall be constantly present at site during working hours and may receive any written orders or instructions which the Engineer or his authorized representative may issue.

The Engineer shall be at liberty to object to the representative or any person employed by the contractor in the execution of the works, who shall misconduct himself or be incompetent or negligent and contractor shall remove the person so objected, upon the direction from the Engineer, notice in writing requiring him to do so and shall provide in his place a competent representative to be employed for the purpose of the work at site when the purchaser shall inform the contractor in writing to that effect. The service of the contractor's representative shall be made available for such period as the Engineer may require and he shall work at all reasonable time as may be necessary to complete the work within the period specified in the contract. Contractor's representative / employees shall abide by all general regulation, in force on the site and to any special condition affecting the local administration, issued by the purchaser or his duly authorized representative. All the employees of the contractor living on the land belonging to the purchaser shall be deemed to be aware of all dangers and risks incidental to the activities of the purchaser and other contractors and condition of the purchaser's land and work from time to time and purchasers will not be responsible for any injury arising there from. The contractor shall discharge all the obligations under the Indian workman's compensation act and labour law so far as it affects the work under his control.

17. Employees Identification: -

The contractor or his representative shall present his employee identification to the Engineer. Suitable method of identification shall be developed by the Engineer / purchaser and the contractor shall comply with the same.


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18. Replacement of Defective works and Rectification of Defects: - In case any defect is arising due to negligence or bad workmanship the same will be repaired / replaced by the contractor at this own cost and if required a new design shall be done and the cost of design and maintenance shall be recovered from the contractor.

19. Withholding of Payments:-


The University may with hold the whole of or part of any Payment due to the contractor, including but not limited to the following:

- a) Defective work not remedied or guarantees not met.
- b) Claims filed against the contractor.
- c) Failure by the contractor to make due payments for the material or labour or subcontractors employed by him.
- d) Damage to another contractor directly employed by the purchaser.
- e) Insufficient progress.

When the grounds for withholding payments are removed, payments of the amounts to the contractor shall be made by the purchaser.

20. In case of any disputes relating to the subject matter of contract the order of vice - chancellor shall be final.
21. The contractor shall provide mobile / telephone facility at 33 kv substation and to all field Electricians.
22. **Accident:-** During the maintenance/service / operation / overhauling of the sub station or relative Work within the contract period, if any accident occurs connecting to sub station , equipment / persons of the contractor, will be responsibility of the contractor. The contractor shall be bound to follow all working safety norms both mechanical and electrical.
23. **Short closing /cancellation of contract:** - The C.S.J.M University authority may short close / cancel the contract at any time in case of unsatisfactory performance or defect on the part of contractor or due to any administrative and unforeseen reason.

The contract cannot be short close / cancelled by the contractor without permission of the University authority. Minimum 3 month advance intimation shall be given by the contractor for short closing / cancellation of the contract.


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Specification of Operation & Annual Comprehensive Maintenance

The Contractor is liable to follow the operation and maintenance manuals of all the equipments of 33/11 Kv, outdoor type switch yard, 33/11 kv, indoor type, sub station, 11 kv / 433 volt indoor type sub stations etc. A brief description is given here with and as under:

1. Contractor will provide one skilled electrician and one helper (un skilled) in all the three shifts for smooth function of operation (8 Hours each shift) at 33/11 kv switch yard and sub station.
2. Contractor will provide two skilled electrician and four helper (un skilled) in general Shift only (8 Hours shift) to look after all the 11 kv / 433 volts substation or Wherever required their service within the university premises.
3. Contractor will provide at least one technical supervisor in General shift 9.00 AM to 6.00 PM, to look after about all the activities of operating staff and maintenance work.
4. A proper cleaning / dusting of the switch yard and the entire substation equipments, on daily basis or as and when required.
5. A proper painting of all the equipment of switch yard and entire sub station shall be done within three months time after placement of the order.
6. Dehydration / filtration including topping up of the transformer oil of all the Transformer, CT,PT etc, Including checking of oil leakages, tightening of all the nut & bolts, HT & Lt connections, HT cable gantry, bus gantry, replacement of Rubber cork Sheet gaskets (if required).
7. Checking, cleaning, tightening of all the nut & bolts, clamps, LA, Bushing & Insulators etc. including cleaning of ground of 33/11 kv switch yard area.
8. Checking and maintenance of all the Vacuum circuit breakers at 33/11 kv and 11/0.433 kv sub station including its vacuum, contacts, tripping mechanism etc.
9. Checking and maintenance of all the ACB's, MCCB's installed in all the LT panels At 33 and sub 11 kv sub stations.


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10. Testing and maintenance including tripping test by secondary injection (if required, and primary injection for CT's also) of all the protection relays, CDG 31 or equivalent, master trip relay and auxiliary relays shall be done. A proper test report shall be obtained and submitted by contractor. If any breakdown occurs, all the testing activities shall be repeated as and when required.
11. Checking and maintenance of all the batteries' and battery chargers including topping up of the battery water. A record with the Reading of the batteries value shall be maintained on daily basis.
12. Checking and maintenance of all other accessories of the HT/LT panels' i.e Indicators, amp. Meters, volt meters, kv meter and should be in working condition all the time.
13. Maintenance of all the extinguishers and its testing through authorized agency of fire buckets by filling of sand up to optimum level.
14. All the lighting equipments i.e. tube lights, fittings & its accessories, lams, CFL, GLS lamps, Switch & Sockets, MCB's, DB.s, wiring etc. shall be maintained all the time and illumination should be proper.
15. Proper maintenance all transformers indoor/ outdoor type power distribution transformers consisting all the relevant accessories i.e. Oil conservator, silica Gel & breather, marshalling box (Oil temp. & winding temp. Indicators and alarms), bulk 02 relay cable terminals.


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SCHEDULE OF PRICE AND QUANTITY AGAINST AMC 33/11 KV S/S

SL. NO	DESCRIPTION OF WORKER	QTY	RATE	UNIT	AMOUNT
1	Operation & Annual comprehensive maintenance of 33/ 11 KV Switch yard /Sub Station -01 No. and Sub Station 11/ 0.433 KV - 04 No's.	12 month		Monthly	
2	Refilling and maintenance of fire Extinguisher 4.5 kg capacity and its testing thought authorized agency	05 No's		Each	
3	Providing of following kind of man power for Electrical Maintenance of University campus. Out door power distribution system all type of electrical infernal & External wiring of office building & residential building only for general shift.				
	a) Electrician skilled -02 Nos.	12 month		Monthly	
	b) Helper -04 No's.	12 month		Monthly	
Total Rs.					

(In words.....)


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CHHATRAPATI SHAHU JE MAHARAJ UNIVERSITY, KANPUR

KALYANPUR, KANPUR

NAME AND ADDRESS OF FIRM.....

.....

.....

SERVICE TAX REGISTRATION NUMBER:-.....

VAT/ TIN/ PAN NO:-.....

TELEPHONE NO:-.....

DETAILS OF EARNEST MONEY DEPOSIT

BANKERS CHEQUE/ D.D NO.....Date.....

Amount.....

DETAILS OF TENDER FEE DEPOSIT:-.....

Receipt/ D.D No.....Date.....

Amount.....

I have read all the terms and condition and I pledge by them.

DATE & SIGNATURE OF TENDERE (WITH SEAL):-.....

ENCLOSURES:-

1.

2.

3.

4.

5.


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