

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

Ref. No.: C.S.J.M.U./ Engg.(Elec.)/ 309 /2014

Date : 07.07.2014

प्रकाशनार्थ

**छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर**
सी.एस.जे.एम.यू./ इंजी(विद्युत)/ 309 /2014 दिनांक: 07.07.2014


अल्पकालिक निविदा सूचना
विश्वविद्यालय के ए.सी., वाटर कूलर, ए.सी. प्लान्ट, विद्युत सब-स्टेशन के अनुरक्षण/परिचालन एवं विद्युत सामग्री क्रय हेतु सक्षम फर्मों से अलग-अलग मुहरबन्द निविदा दिनांक: 14.07.2014 को अपराह्न 2.00 बजे तक सम्पत्ति अधिकारी, सी.एस.जे.एम. विश्वविद्यालय, कानपुर के कक्ष में रखे टेण्डर बॉक्स में आमंत्रित की जाती हैं। निविदा प्रपत्र एवं विस्तृत विवरण वि0वि0 की वेबसाइट www.kanpuruniversity.org पर उपलब्ध हैं।
(सय्यद बकार हुसैन)
कुलसचिव

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कुलसचिव

CHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPURTender No - CSJMU/Engg(Elect)/309/2014Date:- 07.07.2014**Instruction to the tender:-**

1. **Name of work-** Operation & Annual Maintenance of EHV 33/11KV- 01 No. & 11/433 KV - 04 No's. Sub-Stations in campus CSJM University, Kanpur.
2. **Earnest money to be submitted-** The Bidder shall deposit the Earnest money amount Rs.50,000.00 in the shape of FDR /demand draft/Banker chq, in favor of "**Finance Officer, CSJM University**" payable at Kanpur.
3. **List of documents (Self attested Xerox copy) to be submitted necessarily with tender :-**
 - Valid 'A' class electrical contractor license.
 - Certificate of enlistment with PWD/CPWD or any other Govt./Semi-Govt.organization.
 - The firm must provide evidences of adequate & relevant work experience in Govt. / Semi-Govt. organization.
 - Service tax number of the firm.
 - Tin number of the firm.
 - Pan card number of the owner/proprietor.
 - EPF number of the firm.
4. **Tender Cost:-** Tender forms along with terms and conditions can be obtained from cash counter of university Up to 14.07.2014 on payment Rs.500.00. Receipt of tender cost must be enclosed with the Technical Bid. Alternatively forms can be downloaded from university website: www. Kanpuruniversity.org. Downloaded forms as be submitted with a Demand draft of Rs.500.00 in favor of "Finance Officer, C.S.J.M University, Kanpur" payable at Kanpur.
5. Tenderers are advised 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:-
 - **TENDER BID PART I :-** Part I shall contain the earnest money Rs50,000.00 in the shape of Bank draft/Banker chq./ FDR & self attested copies of item listed in 3&4 above. The sealed cover containing this part of the tender bid shall be superscribed, **Tender bid part-I (Technical)**
 - **TENDER BID PART II:-** Part II shall contain tender schedule rates only. The sealed cover containing this part of the tender bid shall be superscribed, **Tender bid part-II (Commercial)**
6. **TENDER BIDS PART I&II :-** Part I & II shall be put in one big envelope duly sealed and marked as "Tender for Operation & Annual Maintenance of 33/11 KV Sub-Stations."
7. The tenders shall be received up to 02:00 PM on 14.07.14 in the office of Estate officer, CSJM University, Kanpur. The tenders will be publicly opened in meeting hall of administrative building at 03:00 PM presence/absence the tenderer on the same day .
8. If the scheduled date of tender opening is holiday due to any reason the tenders shall be received and opened on next working day at the same time and place.
9. The rates should be quoted in the form of schedule of quantities of tender document.
10. Work and site can be seen in the CSJM University campus on any working day.






TERMS & CONDICTIONS

1. The successful tenderer will have to execute an agreement with the university.
2. The university does not pledge to accept the lowest or any other tender and reserves the right not to accept the whole or any portion of any tender as it may think fit without assigning any reason for non- acceptance or selection or reject all tenders without assigning reason thereof.
3. The tender document once submitted will not be returned back.
4. Conditional offers shall not be entertained in any case.
5. The contract shall cover all sub-station electrical work including T&P and labour etc. Materials shall include in the scope of work. The contractor shall fully responsible for timely execution of all the activities under above contractor so that the work is completed.
6. All required all spare parts for sub-station maintenance shall be of approved/same make & capacity& will be provided by the contractor at his own cost as per the direction of engineer/In-charge.
7. The contractor will make his own arrangements for electricity / water required for maintenance of sub-station. Nothing shall be paid on this account by the University.
8. The contractor will arrange for temporary stores at the site of work at his own cost.
9. 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.
10. The rates quoted should be inclusive of all taxes. University will not pay any taxes separately. The TDS as per norms of U.P. State Government / Government of India shall be deducted from the bills of the contractors at the prescribed rates.
11. Payment will be on quarterly basis after satisfactory job work.
12. All electrical sub-station maintenance work under comprehensive AMC will be for one year from the date of start of AMC. This period may be extended with mutual consent of both the parties for further next two years on yearly basis.
13. Complaints shall be attended preferably on the same day but necessarily on the next working day. If any complaint remains pending for more than two days, penalty shall be recovered on the basis of logbook record at the rate of Rs.1000.00 per day per complaint/default. The amount of penalty shall be recovered from contractor bill. Contractor shall be required to keep material of approved brand and other spare parts in ready stock for immediate replacement.
14. The sub-station shall be maintained for preventive maintenance and also shall be attended on "as and when required basis". Replacement of all sub-station spare parts including CT, PT, VCB, ACB,MCCB, Relay, Isolators, Power Contactors, Transformer, oil and all relative materials included in the scope of work. The work is therefore for comprehensive maintenance including service and components.
15. In case replacement of HT cable box, CT,PT,VCB,ACB,MCCB, Relay, Isolators, Power Contactors, Amp Mtr, Volt Mtr, KVh Mtr, Power factor Mtr, all the batteries & battery charges, Transformer winding/oil and all relative material equivalent make and rating should be provided by the firm. Guarantee/ warranty card with due seal of the dealer/supplier must be deposited with the university. The defective non- repairable materials can be taken by the firm. No extra payment will be made for the replaced above materials.





Registrar

16. Contractor will have to do routine check of sub-station once every fortnight. It will be the contractor's responsibility to ensure that the sub-stations are working & clean at all times.
17. However if the any one of sub-station break down or services are disrupted for two consecutive days, the contract may be rescinded without any notice and the security deposit may be absolutely forfeited.
18. Subletting the work is strictly prohibited and also the operating staff shall maintain discipline and works ethics. However the university shall have the right to ask any of maintenance staff to leave the premises if in the opinion of the university the conduct of such an employs is not in the interest of the university.
19. The contractor shall have to pay the wages to workers as per the norms of U.P. Govt/ Government of India.
20. A list of all complaints and its day to day status shall be recorded in a log book and this record shall be put up to the Engineer in charge on regular basis.
21. The qualification and experience of the staff shall be as under :-
 - (a) :- Mechanic/operator - Skilled in the similar field
 - (b) :- Helper - Literate, preferably High School Pass.
22. Any referral dispute shall be referred to Vice Chancellor whose decision will be final.
23. 10% Security Amount of the tender value of annual comprehensive maintenance will be deposited by the successful bidder in the form of FDR in favor of Finance Officer, CSJM University, Kanpur.
24. The Electric sub-station will be handed over to contractor on "AS IS WHERE IS" condition.
25. During the maintenance/service/overhauling of relative works within the contract period, if any accident occurs connecting to equipment/persons of contractor, it will be responsibility of the contractor. The contractor shall be bound to follow all working safety norms both mechanical and electrical.
26. 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.
27. The contract can not be short closed / 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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SCOPE OF THE WORK

1. The operation & Maintenance of the sub-station service shall be carried out round the clock in the following shifts:-

Shifts No.-1	: 06:00 AM to 02:00PM
Shifts No.-2	: 02:00 PM to 10:00 PM
Shifts No.-3	: 10:00 PM to 06:00AM
2. The services shall be maintained 365 days in the year and shall not be closed on holidays, weekends, festivals etc. If necessary, the contractor will have to retain his staff in the campus over night if there is any disturbance in the city due to *band*, workers strike etc.
3. The location of the sub-station is as follows.-

Station

Location

- | | | |
|---|---|----------------------------------|
| 1- Electric Sub-station 33/11 KV-01 NO | - | Near Type 1 st Colony |
| 2- Electric Sub-station 11/.433 KV-01 NO. | - | Near Campus School Tube well |
| 3- Electric Sub-station 11/.433 KV-02 NO. | - | Near Paramedical building |
| 4- Electric Sub-station 11/.433 KV-03 NO. | - | Near IBM building |
| 5- Electric Sub-station 11/.433 KV-04 NO. | - | Front UIET III |
4. Breakdown of electric sub-station should be attended on priority .No electric sub-station shall remain out of service for more than 24 hrs.
 5. The contractor shall provide, at the proper time the necessary workmen, supervisors and other person duly qualified, experienced and in sufficient numbers for the awarded works. The change in qualifications and experience of different categories of person will require prior approval of the Engineer of the contract.
 6. Contractor will provide one skilled mechanic/operator and one helper in all the three shifts for smooth function of operation (8 Hours each shift) at 33/11 KV switch yard and sub station.
 7. Contractor will provide two skilled electrician and four helper in general Shift only (8 Hours shift) wherever required their service within the for electrical maintenance of university campus.
 8. 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.
 9. Maintaining the sub-station neat & clean at all times
 10. A proper painting of all the equipment of out door switch yard, indoor electrical panel, bus duct entire sub-station bldg. and code sign writing shall be done within three months time after placement of the order.
 11. 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 < connections, HT cable gantry, bus gantry, replacement of Rubber cork Sheet gaskets (if required).
 12. Checking, cleaning, tightening of all the nut & bolts, clamps, LA, Bushing & Insulators etc. including cleaning of ground of 33/11 KV switch yard area.

Said

A. A. - [Signature]


✓

[Signature]
Registrar

13. 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.
14. Checking and maintenance of all the ACB, MCCB installed in all the LT panels at 33 KV and sub 11 KV sub-stations.
15. 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, MC 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.
16. 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.
17. Checking and maintenance of all other accessories of the HT/LT panels' include Indicators, amp. Meters, volt meters, KVh meter and should be in working condition all the time.
18. All the lighting equipment's including 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.
19. Proper maintenance all transformers indoor/ outdoor type power distribution transformers consisting all the relevant accessories including oil conservator, silica Gel & breather, marshaling box (Oil temp. & winding temp. Indicators and alarms), bulk 02 relay cable terminals.
20. Protecting the sub-station against theft and trespass.
21. Maintaining close liaison with the controlling officer and the for receiving instruction and deploying manpower as per the requirements.
22. Refilling and maintenance of five numbers fires Extinguisher 4.5 kg capacity and its testing thought authorized agency and fire buckets by filling of sand .


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CHHATRPATI SHAHU JE MAHARAJ UNIVERSITY, KANPUR

Technical Bid

Name And Address Of Firm.....

.....Telephone No.....

Electric License No.

Enlistment Details.....

Experience details.....

Service Tax Number:-.....Vat/ Tin No:-.....

EPF No..... Pan No.....

Details of Earnest Money Deposit:-

EMD Amount Rs.....Name & branch of Bank.....

Bankers Cheq./ D.D/FDR No.....Date.....

Details of Tender cost Deposit:-

Tender Cost Rs.....University Receipt / D.D No.....

Name & branch of Bank.....Date.....

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

Date & Signature of Tenderer (With Seal):-.....

Enclosures:-


Registrar
C.S.J.M. University, Kanpur

Note:- The tenderer are required to enclosed all documents listed in point no. 3&4 of instructions list.









FINANCIAL BID

SCHEDULE OF QUANTITY

Name of Work:- Operation & Annual Maintenance of EHV 33/11KV- 01 No. & 11/0.433 KV-04Nos
Sub-Stations in campus, CSJM University, Kanpur.

SL. NO	DESCRIPTION	QTY	RATE	UNIT	AMOUNT
1	Operation & Maintenance of Sub Station 33/ 11 KV -01No. and 11/ 0.433 KV -04 Nos.	12 months		monthly	
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 months		monthly	
	b) Helper -04 No's.	12 months		monthly	
Total Rs.					

(In words.....)


Registrar
 C.S.J.M. University, Kanpur

