



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान  
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)  
(OIE Reference Laboratory for Avian Influenza)

आनंद नगर, भोपाल - ४६२०२२ (म.प्र.), भारत  
Anand Nagar, Bhopal - 462022 (M.P.), India



EPABX Tel. No. 0755-2757542, 2750647, FAX: 0755-2758842, Website: [www.nihsad.nic.in](http://www.nihsad.nic.in)

**F. No. 9-117 /2021-2022 /NIHSAD(P&S)**

**Dated: - 09.12.2021**

**TENDER NOTICE**

Online Bids are invited from reputed & interested firms for AMC services of **Operation & Maintenance of 33KV/440V Electrical Sub-station & Associated Installations** at ICAR Unit, NIHSAD, Anand Nagar, Bhopal for a period of one year and extendable by one more year subject to mutual agreement, as per its requirement. A demand Draft/FDR of Rs. 2,00,000/- as earnest money deposit (EMD) is to be made in favour of ICAR Unit, NIHSAD, Bhopal and may be addressed to Director, ICAR-NIHSAD, Bhopal.

1.	Details of Tender Deposits: -	
	Earnest Money Deposit	Rs. 2,00,000/- (Rupees Two Lakhs Only) (DD/FDR in favour of ICAR Unit, NIHSAD, Bhopal)
	Security Deposit	3% of the total tentative value of yearly contract

**Tender Schedule (Critical date sheet)**

Tender id	<b>2021 DARE 662160 1</b>
Tender No.	F. No. 9-117/21-22/NIHSAD (P&S)
Name of Organization	ICAR-National Institute of High Security Animal Diseases, Bhopal – 462022
Date and Time for issue/Publishing	09.12.2021 at 06:00 PM
Document Download/Sale Start Date and Time	10.12.2021 at 11:00 AM
Pre Bid Meeting Date & Time	20.12.2021 at 11:30 AM
Bid Submission Start Date and Time	10.12.2021 at 11:30 AM
Bid Submission End Date and Time	07.01.2022 at 05:00 PM
Technical Bid Opening Start Date and Time	11.01.2022 at 11:30 AM
Address for Communication	Director, ICAR-NIHSAD, Anand Nagar, Bhopal – 462022 (M.P.) Website: - <a href="http://www.nihsad.nic.in">www.nihsad.nic.in</a>

On-line bids are invited under two-bid system (containing technical bid & financial bid) through e-procurement system of CPPP from registered/well-established /reputed firms/agencies for a period of one year and extendable by one more year subject to satisfactory performance at ICAR-NIHSAD, Bhopal.

The instructions for uploading the tender/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in>.

Tender form, terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in>, [www.nihsad.nic.in](http://www.nihsad.nic.in) upto 11:00 AM of 10.12.2021. On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in> only on or before the last date and time i.e 07.01.2022 at 05:00 PM.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Director, NIHSAD reserves the right to accept or reject any or all the tenders without assigning any reasons.

**Please note that only online bids submitted through CPP Portal will be accepted. Technical Bid and Financial Bid (BOQ) should be uploaded separately.**

**(PS Sunil Kumar)  
Administrative Officer  
ICAR-NIHSAD, Bhopal  
Phone No. 0755-2754672**



भाकृअनुप-राष्ट्रीय उच्च सुरक्षा पशुरोग संस्थान  
ICAR-National Institute of High Security Animal Diseases

(एवियन इन्फ्लूएंजा ओ.आई.ई. संदर्भ प्रयोगशाला)  
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**F. No. 9- 117 / 2021-2022 /NIHSAD(P&S)**

**Dated: - 09.12.2021**

INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR PROVIDING AMC SERVICES OF OPERATION & MAINTENANCE OF 33KV/440V ELECTRICAL SUB-STATION & ASSOCIATED INSTALLATIONS AT ICAR-NIHSAD, BHOPAL FOR A PERIOD OF ONE YEAR AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

From: - Director,  
ICAR-National Institute of High Security Animal Diseases,  
Anand Nagar,  
Bhopal – 462022 (M.P.)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir(s),

Online Tender are hereby invited on behalf of the Director, ICAR-NIHSAD, Bhopal for PROVIDING AMC SERVICES OF OPERATION & MAINTENANCE OF 33KV/440V ELECTRICAL SUB-STATION & ASSOCIATED INSTALLATIONS AT ICAR-NIHSAD, BHOPAL FOR A PERIOD OF ONE YEAR AND EXTENDABLE BY ONE MORE YEAR SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-NIHSAD as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. Earnest money of Rs. 2,00,000/- must be deposited in the form of demand draft/FDR to ICAR Unit, NIHSAD, Bhopal **in person to Director, ICAR-NIHSAD, Bhopal on or before the last date/time of submission mentioned in the tender schedule at page number 1.** The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the deemed draft/FDR number and date failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be outrightly rejected.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the NIHSAD. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-NIHSAD, Bhopal. An undertaking as per Annexure - II, is also required to be submitted by the tendering firm.

4. The schedules of the tender form should be uploaded with online technical bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If a tenderer does not accept the offer, after issue of letter of award by ICAR-NIHSAD within 15 (Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-NIHSAD shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer and should be uploaded along with technical bid.
8. Online tenders are invited under two-bids systems through e-procurement system. **EMD must be deposited with Director, ICAR-NIHSAD during working hours i.e. 10:00AM to 5:00 PM on all working days (except Second Saturday, all Sundays and Gazetted Holidays) before the last date/time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand draft/FDR in favour of ICAR Unit, NIHSAD, Bhopal.**
9. Tenders will be opened online by the authorized officer(s) on **11.01.2022 at 11:30 AM**. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at ICAR-NIHSAD.
10. The financial bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of financial bid would be intimated to technically qualified tenderers.
11. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
12. An amount equivalent to 3% of the total contract value of contract is to be deposited by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the NIHSAD. In the event of non-deposition of the same, the earnest money will be forfeited. The performance security will be refunded after 60 days of expiry of the contract, without any interest.
13. No interest on security deposit and earnest money deposit shall be paid by the NIHSAD to the tenderer.
14. The bid validity period is 180 days from the date of opening of technical bid.
15. **The current rates of wages and statutory contributions on person's wages as notified by**

- the Central Govt. (Ministry of Labor, Govt. of India) for industrial workers in building operations will be paid and it will be further revised and paid by ICAR-NIHSAD, Bhopal from the dates of statutory revision in wages and statutory contribution from time to time as notified by the Central Govt. However, there will not be any increase in the service charges/other AMC charges quoted by the firm during the contract period. While the monthly rates of wages etc. will be considered for total value of the contract, the rates for the same shall not be quoted in the financial bid.
16. **The successful firm/bidder shall submit a notary affidavit on a stamp paper of appropriate value (Rs. 500/-) to the effect that the firm undertake to pay minimum rates of wages to the persons engaged as per applicable orders of Central Govt. (Ministry of Labour, Govt. of India) and to enhance the rates, as and when it is revised as well as the statutory contributions due w.r.t. VDA, EPF, ESI, etc.**
  17. Any liability regarding payment of wages to the persons arising due to non compliance with any provisions of the Labour laws or due to any human loss/injury during the course of work will be the sole responsibility of the contractor.
  18. **Monthly payment to the firm will be based on the payment of wages etc. as per actuals as per manpower provided, agency service charge, other AMC charges and GST as applicable. No other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The applicable employer's share of EPF & ESI etc. will be paid to the contractor as per the latest guidelines issued by Ministry of Labour & Employment and EPFO on production of documentary evidence of depositing the share in the individual employee's EPF and ESI account.**
  19. The firm/contractor shall nominate a coordinator for immediate interaction with NIHSAD staff/office as and when required.
  20. **Weekly rest shall be provided to each worker engaged. A substitute shall be provided in case of any manpower absents himself. If substitute is not provided, daily rate of wages etc shall be deducted from the bill for the month. If the firm fails to provide a substitute within 3 days, a penalty clause will be imposed, besides deduction of daily wages.**
  21. The firm should be registered with EPF, ESI, Service Tax, Labour License & PAN with the concerned authorities & shall comply with all relevant laws & the rules made there under viz. Income tax, ESI Act, PF Act, Factory Act and Contract Labour act as notified by Central Govt./State Govt. from time to time.
  22. The Firm will not charge placement charges or any other account from the manpower deployed with NIHSAD from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.
  23. Income Tax (TDS) which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
  24. **In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance and order 31/14/1000/2014-GA dated 17.09.2014 issued by Ministry of Commerce & Industry , service charges/administrative charges quoted by the bidder necessarily has to be over and above zero percent of the total value of contract. (Further, zero percent includes all derivatives of zero up to 0.9999 and thereof. Any Agency service charge quoted not adhering to above guidelines shall be treated as unresponsive and will not be considered).**
  25. Decision of Director, ICAR-NIHSAD shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NIHSAD. The decision of the sole arbitrator so

- appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 196 as amended from time to time.
26. Acceptance by the Director, ICAR-NIHSAD will be communicated by fax/express letter or any other form of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/express letter etc. should be acted upon immediately.
  27. The Director, ICAR-NIHSAD does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders whole or in part keeping in view valid reasons Conditional tenders will not be accepted.
  28. The Director, ICAR-NIHSAD in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the tender.
  29. Successful Bidder/tenderer will have to enter into a detailed contract agreement with ICAR-NIHSAD on non-judicial stamp paper of Rs. 500/- (Five Hundred Only) for providing AMC service.
  30. **Tender process: -**
  - 30.1 Tender is in two parts i.e. (i) Technical bid and (ii) Financial bid. Both technical and financial bids duly filled shall be submitted online on CPP portal.
  - 30.2 Technical bid must contain the scanned copy of EMD and all other documents called for in the tender.
  - 30.3(a) **Technical Bid:-**
    - i. This shall contain the entire tender documents except the financial bid with each page signed with the rubber stamp of the bidder.
    - ii. Scanned copy of proof of 'A' class licensed electrical contractor having a valid license issued by Madhya Pradesh Licensing Board (Electrical), MPERC (**Scanned copy of valid license must be uploaded**)
    - iii. Scanned copy of proof of experience of providing AMC services for operation and maintenance of 33KV/430V Electrical substation (with transformer of at least 500 KVA capacity having both HT overhead and LT underground cables) for atleast 2 works of one year duration each in last 4 years (2017-2021) in Govt./PSU/autonomous bodies/reputed private organizations. (**All relevant experience certificates to be uploaded & details to be provided as per format (Annexure I)**).
    - iv. Scanned copy of DD/FDR of earnest money deposit (EMD) (if not exempted by Govt.).
    - v. Scanned copy of Registration Certificate of the bidder/agency/company/sole proprietor/partnership firm from the appropriate authorities of Govt. to carryout business in relevant area. In case of partnership firms, a scanned copy of the partnership agreement to be uploaded.
    - vi. Scanned copy of valid labour license (**if applicable**) issued by an appropriate authority under the Contract Layout (Regulation & Abolition) Act, 1970 and Contract Labour (Regulation & Abolition) Rules, 1971. (**If labour license is not applicable, an undertaking in this regard shall be provided**).
    - vii. Scanned copies of EPF and ESI registration certificate issued by an appropriate authority.
    - viii. Scanned copy of documentary proof of atleast 15 numbers contractual staff (Highly Skilled, Skilled and Semi-skilled) having experience of 33KV Electrical substation and registered under ESI & EPF separately.
    - ix. Scanned copies of MSME/NSIC/Startup firms (in related service/business), if applicable. The MSME/NSIC firms are exempted from as well as EMD subject to submission of their valid registration certificate as per the stipulation of Central Government.
    - x. Scanned copy of audited balance sheet of the firm by the Chartered Accountant to fulfill the requirement of minimum average turnover of the firm not less than Rs. 50 Lakhs during the last three financial years.

- xi. Scanned copies of valid GST registration certificates issued by competent authority. **(If GST is not applicable as per GOI rules, an undertaking on company letter head shall be submitted)**
  - xii. Scanned copies of PAN Number and scanned copy of Income tax Returns for the last three financial years.
  - xiii. Scanned copy of an undertaking as per the attached format (Annexure –II) duly attested by Notary on non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertaking and/or by Central vigilance commission during the last three years. **Original undertaking should be submitted along with EMD to the Director, NIHSAD, Bhopal**
- 30.3(b) **Financial bid**
- This shall contain the schedule of rates duly filled and signed in the prescribed format (BOQ). Bids quoting NIL/unfeasible agency/other AMC charges will be treated as unresponsive and will not be evaluated. Financial bid (BOQ) should be uploaded separately.
31. **Evaluation of bids**
- a. **Technical bid evaluation**
    - (i) Evaluation of technical bid will be done as per the minimum essential qualification of the bidder and submission of all essential documents required for the tender.
    - (ii) Only those bidders who qualify in the technical bid will be considered for opening and evaluation of financial bid
  - b. **Financial bid evaluation:** Guidelines for filling financial bid and evaluation of financial bid criteria are mentioned below:
    - (i) Since the monthly rates of wages including VDA & statutory contributions (EPF, ESI etc.) and applicable GST on the taxable items will be paid as per actual as per the Govt. of India rules and will be same for all, there is no provision in the BOQ for filling the rates for wages and GST.
    - (ii) **Hence, the bidder shall quote other AMC charges per month (Sr. no. 1.01), and the Agency service charges per month (Sr. no. 1.02) only exclusive of GST. Such rates quoted by the firm in the financial bid shall be commensurate with the scope of work/service under AMC, administrative & supervisory efforts required for executing the contract.**
    - (iii) **If any firm quotes the Agency service charge as zero/Nil as defined in the clause no. 24 (page 5) or other AMC charges is unfeasible as per the scope of service/work under contract, it will be treated as a invalid quote and rejected even though the firm/bid is otherwise technically qualified.**
    - (iv) **The financial bid of the responsive bidders will be evaluated and L1 bid will be decided on the basis of value of monthly rates of other AMC charges & Agency Service charges only.** However, the monthly rates of wages including statutory contributions and applicable GST etc. will be considered for estimating total value of the contract.
    - (v) In case of a tie in financial evaluation, the firm having more experience/Performance of supplying similar services in Central/State Govt./PSU's/Autonomous bodies shall be considered for the amount of contract.
    - (vi) **As per the current rates of wages and statutory contributions on person's wages as notified by the Central Govt. (Ministry of Labor, Govt. of India) for industrial workers employed in building operations (F.NO. 1/26(3)/2021-LS-II Dated 28.10.2021) applicable w.e.f. 01.10.2021, the rate of wages per day including VDA for 1 Highly Skilled worker is Rs. 795/- plus all statutory contribution as applicable, rate of wages per day including VDA for 1 skilled worker is Rs. 724/- plus all statutory contribution as applicable and rate of wages per day including VDA for 1 semi-skilled worker is Rs. 617/- plus all statutory contribution as applicable shall be paid. The currently applicable rates of wages and statutory contribution will be paid and it will be revised & paid subsequently by ICAR-NIHSAD, Bhopal whenever it is revised & notified by Ministry of Labour, Govt. of**

**India during the contract period.**

Yours Sincerely,

**Adm. Officer**

For and on behalf of the Director  
National Institute of High Security Animal Diseases  
Anand Nagar, Bhopal – 462 021 (M.P.)



**TENDER FOR THE AMC SERVICES OF OPERATION & MAINTENANCE OF 33KV/440V  
ELECTRICAL SUB-STATION & ASSOCIATED INSTALLATIONS AT NIHSAD, BHOPAL**

**Declaration**

Full Name & Address of the Tenderer in:  
addition to Post Box No., if any, should  
be quoted in all communications to this  
office

Telephone No. :  
FAX/Mobile No. :  
E-Mail address :

From

To

**The Director,**  
National Institute of High Security Animal Diseases,  
Bhopal – 462 021 (M.P.)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for ..... and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-III to this Tender and I/we agree to hold this offer open till 180 days. The contract will be valid for a period of one year in the event of award of the Contract.

1. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Tender. The Schedules-I, II and III alongwith Annexure I & II are accompanied with this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD/FDR No.....Dated..... of Rs. .... drawn in favour of ICAR Unit, NIHSAD, Bhopal and payable at SBI, HET, Piplani Branch, Bhopal enclosed as earnest money required.

Yours faithfully,

**Name, Signature & Seal of the Tenderer**

Telephone No. Office .....

Name of the Witness \_\_\_\_\_  
Occupation \_\_\_\_\_ (along with Address Proof)  
Address \_\_\_\_\_  
Signature of witness to contractor's signature

Telephone No. Resi \_\_\_\_\_  
Mobile No \_\_\_\_\_  
Address \_\_\_\_\_

Address:  
Name & Signature of Witness:  
Address:

**Signature of the tenderer.....**

**SCHEDULE – I****SCHEDULE TO TENDERS**

## Part – I

1.	Name of the Firm/Agency	
2.	Full Address with PIN Code Telephone No. /Mobile No.	
3.	<b>Constitution of the Firm/Agency (Attach copy) under Indian Companies Act or Indian partners act or any other Act, if not, the owners.</b>	
4. i)	For partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
ii)	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partners who have signed the Tender to refer dispute concerning business of the partnership to arbitration.	
iii)	If the answer to above point one and two is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.	
5.	Name and full address of the Banker	
6.	Your Permanent Income Tax (PAN) no./Circle/Ward	
7.	Any other relevant information	

Signature of the tenderer.....

**Part – II**

8.	Earnest money Deposited:	Yes
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**Part – III**

9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	
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10.	Name of the Permanent Representative visiting NIHSAD, Bhopal regarding the contract	
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**Date:** - \_\_\_\_\_

**Place:** - \_\_\_\_\_

**AUTHORISED SIGNATORY**

## PART – IV

## List of Documents to be submitted by the Bidder in Technical bid

Sr. No.	Documents required	Yes/No	Page No.
1.	Scanned copy of proof of 'A' class licensed electrical contractor having a valid license issued by Madhya Pradesh Licensing Board (Electrical), MPERC <b>(Scanned copy of valid license must be uploaded)</b>		
2.	Scanned copy of experience of providing AMC services for operation and maintenance of 33KV/440V Electrical Sub-station & associated Installations for at least 2 works of one year duration each in last 4 years (2017-2021) in Govt./PSU/autonomous bodies/reputed private organizations. <b>(All relevant experience certificates to be uploaded &amp; details to be provided as per format (Annexure I)).</b>		
3.	Scanned copy of DD/FDR of earnest money deposit (EMD) (if not exempted by Govt.).		
4.	Scanned copy of Registration Certificate of the bidder/agency/company/sole proprietor/partnership firm from the appropriate authorities of Govt. to carryout business in relevant area. In case of partnership firms, a scanned copy of the partnership agreement to be uploaded.		
5.	Scanned copy of valid labour license <b>(if applicable)</b> issued by an appropriate authority under the Contract Layout (Regulation & Abolition) Act, 1970 and Contract Labour (Regulation & Abolition) Rules, 1971. <b>(If labour license is not applicable, an undertaking in this regard shall be provided).</b>		
6.	Scanned copies of EPF and ESI registration certificate issued by an appropriate authority.		
7.	Scanned copy of documentary proof of atleast 15 numbers contractual staff (Highly Skilled, Skilled and Semi-skilled) having experience of 33KV Electrical substation and registered under ESI & EPF separately.		
8.	Scanned copies of MSME/NSIC/Startup firms (in related service/business), if applicable. The MSME/NSIC firms are exempted from as well as EMD subject to submission of their valid registration certificate as per the stipulation of Central Government.		
9.	Scanned copy of audited balance sheet of the firm by the Chartered Accountant to fulfill the requirement of minimum average turnover of the firm not less than Rs. 50 Lakhs during the last three financial years.		
10.	Scanned copies of valid GST registration certificates issued by competent authority. (If GST is not applicable as per GOI rules, an undertaking on company letter head shall be submitted)		
11.	Scanned copies of PAN Number and scanned copy of Income tax Returns for the last three financial years.		
12.	Scanned copy of an undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years. <b>Original undertaking should be submitted along with EMD to the Director, NIHSAD, Bhopal.</b>		

Signature of the tenderer.....

## Schedule – II

**1. TECHNICAL BID QUALIFICATION CRITERIA:-**

**The tenderer/bidder must fulfill the following criteria for qualifying the technical bid:-**

- 1.1 Scanned copy of proof of 'A' class licensed electrical contractor having a valid license issued by Madhya Pradesh Licensing Board (Electrical), MPERC (**Scanned copy of valid license must be uploaded**)
- 1.2 Scanned copy of experience of providing AMC services for operation and maintenance of 33KV/440V Electrical sub-station & Associated Installation for at least 2 works of one year duration each in last 4 years (2017-2021) in Govt./PSU/autonomous bodies/reputed private organizations. (**All relevant experience certificates to be uploaded & details to be provided as per format (Annexure I)**).
- 1.3 Scanned copy of DD/FDR of earnest money deposit (EMD) (if not exempted by Govt.).
- 1.4 Scanned copy of Registration Certificate of the bidder/agency/company/sole proprietor/partnership firm from the appropriate authorities of Govt. to carryout business in relevant area. In case of partnership firms, a scanned copy of the partnership agreement to be uploaded.
- 1.5 Scanned copy of valid labour license (**if applicable**) issued by an appropriate authority under the Contract Layout (Regulation & Abolition) Act, 1970 and Contract Labour (Regulation & Abolition) Rules, 1971. (**If labour license is not applicable, an undertaking in this regard shall be provided**).
- 1.6 Scanned copies of EPF and ESI registration certificate issued by an appropriate authority.
- 1.7 Scanned copy of documentary proof of atleast 15 numbers contractual staff (Highly Skilled, Skilled and Semi-skilled) having experience of 33KV Electrical substation and registered under ESI & EPF separately.
- 1.8 Scanned copies of MSME/NSIC/Startup firms (in related service/business), if applicable. The MSME/NSIC firms are exempted from as well as EMD subject to submission of their valid registration certificate as per the stipulation of Central Government.
- 1.9 Scanned copy of audited balance sheet of the firm by the Chartered Accountant to fulfill the requirement of minimum average turnover of the firm not less than Rs. 50 Lakhs during the last three financial years.
- 1.10 Scanned copies of valid GST registration certificates issued by competent authority. (If GST is not applicable as per GOI rules, an undertaking on company letter head shall be submitted)
- 1.11 Scanned copies of PAN Number and scanned copy of Income tax Returns for the last three financial years.
- 1.12 Scanned copy of an undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years. **Original undertaking should be submitted along with EMD to the Director, NIHSAD, Bhopal.**

## 2. SCOPE OF WORK UNDER AMC:-

### 2.1) MANPOWER REQUIREMENT:-

#### 2.1.1 Requirement & Qualifications of Contractual Staff -

**Total No. of Work Points: 12 [Highly Skilled:2, Skilled:5 and Semi-skilled:5]**

Out of these 12 work points, 10 work points shall be manned for 24 hours in a day for 365/366 days in a year (28/30/31 days in a month), for 3 regular shifts (Morning, Afternoon & Night) & 2 general shifts in a day of 8 hr duration ( from 8:00 AM to 4:00 PM & 12:00 PM to 08:00 PM), in a day for operation and maintenance of 33KV/430V Electrical substation while remaining 2 work points (Supervisory work) shall be manned for 26/27 days in a month in two shifts of 8 hrs (6AM to 2PM, 2PM to 10PM) as mentioned in Table-1.

**(Example: For 30 days month, total Mandays requirement is  $30 \times 10 + 2 \times 26 = 352$  Mandays)**

**Table-1**

Sr. No.	Area	Supervisor (Highly Skilled) 1+1 =2 work points	Operator Cum Mechanic (Skilled) 3+2 = 5 work points	Assistant Operator (Semi – Skilled) 3+2 = 5 work points
1.	Sub-Station	2 shift 8 hrs each	3 Shifts, (8 hrs. each)	3 Shifts, (8 hrs. each)
2.	Other Electrical Installations	-	2 Shifts, (8 hrs. each)	2 Shifts, (8 hrs. each)

2.1.2 The Supervisors (2) shall be responsible for overall supervision of the entire operation and maintenance of 33KV/430V electrical substation & allied installations / equipments at NIHSAD site. **If any supervisor goes on leave for more than 5 days suitable substitute shall be provided after approval from NIHSAD, failing which penalty provision shall be applicable.**

2.1.3 Relievers shall be provided for each skilled/semiskilled contractual staff keeping in view the mandatory one day weekly off & as per requirement under the scope of work. All relievers & other casual contractual workers shall be arranged by the bidder.

2.1.4 In each regular & general shift one Operator and one Assistant Operator must be deployed at 33 KV/440V Electrical substation as shown in table 1.

2.1.5 **Work Point with requirement of supervisory work (Highly Skilled) Two Nos.:** –  
**Qualifications:** a) B.E/B.Tech. (4 Years duration full time) in Electrical Engineering having Electrical Supervisor License issued by M.P. Licensing Board (Electrical) with 2 years of experience in O&M of 33KV/430 V Electrical sub-station **or**  
 b) Diploma (3- Years duration full time) in Electrical Engineering having Electrical Supervisor License issued by M.P. Licensing Board (Electrical) with 3 years of experience in O&M of 33KV/430 V Electrical sub-station **or**  
 c) Electrical Supervisor License issued by M.P. Licensing Board (Electrical) with 5 years of experience in O&M of 33KV/430 V Electrical sub-station .

2.1.6 **Work points with requirement of Skilled work – 5 Nos.**

**Qualifications:** : a) ITI Electrical (2 Years duration with NCVT) with 2 years experience in relevant field after obtaining Industrial/domestic Wiremen's license from Government of Madhya Pradesh **or**

b) 5 years experience in relevant field after obtaining Industrial/domestic Wiremen's license from Government of Madhya Pradesh.

**2.1.7 Work points with requirement of Semi-Skilled work – 5 Nos.**

**Qualifications:** a) ITI Electrical (2 Years duration with NCVT) with minimum 1 year experience in relevant field after obtaining domestic/industrial wireman license from Government of Madhya Pradesh **or**

b) 3 years experience in relevant field after obtaining domestic/industrial wireman license from Government of Madhya Pradesh .

**2.1.8** Number of personnel in skilled (Operator) & semi-skilled (Assistant operator) category required to be employed by the contractor should be such that relievers are made available so that statutory rules for weekly off, number of hours an operator can work continuously in conformity with the relevant Govt. regulations. **One day weekly off for the staff is mandatory.**

**2.2.** Besides, the above contractual staff, the following casual contractual manpower/technician shall be provided by the bidder as & when required under the scope of work-

**2.2.1** Hiring of Technical staff for testing of earth resistance, wire insulation test, ACB, VCB & IDMT calibration/ Servicing of equipments and for preventive maintenance / servicing of DG sets (300 KVA x 2, 20 KVA x 1 & 40 KVA UPS x 1) .

**2.2.2** Hiring of any other casual contractual staff required.

**2.3 PROVISION OF UNIFORM & SAFETY GADGETS ETC.:-**

**2.3.1** Providing Personal Safety Equipment, working tools, jigs and fixtures: All the tools and tackles, safety gadgets (safety Helmets, ear mufflers, hand gloves, eye goggles, gum boots, Industrial safety shoes etc.) to be provided by the successful bidder to their staff at NIHSAD site. All the staffs will be provided by the contractor at least one pair of shoes and two sets of uniform (dungaree) of dark maroon colour on Annual basis (colour shade sample will have to be produced to the Competent Authority for acceptance). The logo and name of the firm should be embroidery in uniform alongwith the Identity card. Appropriate cost for providing uniform etc. should be taken into account while quoting the other AMC charges in the financial bid. No employee will be replaced/changed without the consent/intimation of the NIHSAD's Authority.

**2.4 SPARES & CONSUMABLES**

**2.4.1** All major electrical items/materials/spares & lubricant oil will be provided by NIHSAD, while petty electrical consumables/items (PVC insulation tape: 20 nos in a month, duster cloth: 1 dozen in month, nut, bolts as per requirement, grease 500gm in a month, soaps 1 dozen in a month, washing detergents 1 kg in month etc.) shall be in the scope of the tenderer.

**2.4.2** In case of emergency/urgency all the major spares/lubricants/consumables required for functioning of the whole electrical substation including servicing/overhauling shall be procured by the Tenderer after submission of estimate & approval from the NIHSAD & get it reimbursed as per the actual amount spent.

**2.5 Other Terms & conditions with respect to Scope of work.**

**2.5.1** All the Supervisor & operator cum mechanic staff should be able to attend the faults and carryout repair & maintenance of the Electrical System without any assistance from others.

**2.5.2** As and when shut down is required for repair & maintenance of NIHSAD HT System, the contractor will coordinate with MPSEB/MP MKVV. Co. Ltd., under Authorization from NIHSAD to ensure proper shut down. If required, contractor shall deposit necessary fee on behalf of Director, NIHSAD & get it reimbursed.

- 2.5.3 The bidder should quote the other AMC charges keeping in mind the scope of the service/work of the Tender and for attending all types of breakdown since the complete responsibility of all electrical faults lies on the contractor. The persons deployed should be strictly as per the regulations of MPSEB & Chief Electrical Inspectorate of Govt. of M.P.
- 2.5.4 **All the contractual staff shall be provided with photo identity-cards by the contractor. The logo and name of the firm should be embroidered in uniform along with the Identity card. No employee will be replaced/changed without the consent/intimation of the NIHSAD's Authority.**
- 2.5.5 The service provider shall maintain logbooks under their care and all the complaints and jobs taken care of shall be recorded. These log books shall be shown to NIHSAD authorities and got it signed at the end of the day.

## 2.6 **DETAILS OF 33KV/440V ELECTRICAL SUBSTATION & ASSOCIATED EQUIPMENTS / INSTALLATIONS**

<b>A.</b>	<b>33KV/440V Electrical Sub-station Yard</b>	
A.1	Incoming Isolator	02 Sets
A.2	Towers	09 Nos
A.3	Transformer Isolator	02 Sets
A.4	PT Isolator	01 Set
A.5	VCB 36KV, 630 A(BHEL PVN 36)	02 No
A.6	CTs	02 Sets
A.7	VCB Isolator	02 Sets
A.8	Lighting Arrestor	01 Set
A.9	PTs	01 Set
A.10	Transformer 33 KV/415 V, 500 KVA	02 Sets
<b>B.</b>	<b>Complete with Thermal/Bucholz, Relay etc. Both can operate independently with NO Parallel Operation, Make: Crompton Greaves.</b>	
B.1	Drop out Fuse set	02 Sets.
B.2	L.T. Bus ducts	02 Sets.
B.3	33KV Single Circuit with all rail poles and other hard wares	750 Mtr.
B.4	33KV, 500 KVA, AVR Units Complete with Control etc.	02 Nos
<b>C.</b>	<b>Control Room: HT Control Panels consisting of following items</b>	
C.1	Trivector Meter (Digital)	
C.2	A – Meter and V-Meter with Selector Switch	
C.3	Annunciation System	
C.4	Protection and operation relays (Earth fault & Over current) with remote control switch etc. as installed in the control room.	
<b>D.</b>	<b>Main LT Panel</b>	
D.1	Incomer ACB, 415V, 1000A (L&T make) with over Current, earth fault, earth leakage	02Nos



	protection for transformers	
D.2	415V, 800A ACB (L&T make) with over current and earth fault relay for the 2 DG Sets	02Nos
D.3	1000A ACB (L&T make) Bus coupler without any protection Interlocked with 3 (a) & (b) above by means of castle key	02Nos
D.4	MCCBs (Crompton Greaves make) with RHOM rating from 250 to 400A	21 Nos
D.5	PF meters	02 Nos
D.6	A – meters with Selector Switch	26 Nos
D.7	Voltmeters	04 Nos
D.8	Indicating lamps	33 Nos
E.	<b>Capacitor Banks 4 x 100 KVAR</b> at 2 different locations complete with automatic PF Controllers , Incoming SFUs as Isolator A & V meter with S/S, all control gears, HRC Fuses, indicating lamps and all hard-wares installed on the capacitor bank. Each capacitor bank is consisting of six stages having Capacitor 25, 15, 10 KVAR 2 No. each	
F.	<b>Battery Room</b>	
F.1	24 V Auxiliary DC system with 2 Nos. 180 AH, 25 plates Battery with automatic Battery Charger	
F.2	360 VDC 2x65 = 130 AH Battery Bank consisting of 2 Nos. of Series Parallel Battery Bank. Each battery Bank is having 30 Nos. of 12 V 65 AH, SMF (VRLA) Batteries of AMARA RAJA make of the UPS System	
G	<b>DG Sets:-</b> 1 No. 750 KVA, 415 V, 1500 rpm, (Make: (KOEL) Kirloskar Oil Engines Limited) and 2 Nos. each rated 300 KVA, 415 V, 1500 RPM, (Make: Greaves India) and NGEF with 2 Nos. 12V, 180 AH, each Plates Battery for self starting with AMF Panel and synchronizing panel having all instruments and control and protection and one no. of 20 KVA silent DG Set trolley mounted (Jakson Make)	
H	<b>UPS:</b> 3 Phase 430 V, 40 KVA UPS of Siemens make with SBS (Static Bypass Switch) and a Panel with isolator indicating meters	
I.	<b>Earthing Pits.</b>	
I.1	DG Sets	16 Nos
I.2	Substation	22 Nos
I.3	Institute office Premises	09 Nos
J	Exhaust fan and Wall Mounted Fans at Substation and DG Room	09Nos
K.	33KV overhead line of around 750meter after metering point near pump house including H pole DP structure, rail poles, 33 KV isolator & lightening arrestor maintenance of substation & associated electrical installations	

## 2.7 OPERATION & MAINTENANCE

2.7.1 **Operation and maintenance:** - Daily, Routine, Preventive and Breakdown maintenance (as shown below) except for the 750 KVA ( KOEL Make) DG Set where only the Operation and Daily & Routine Maintenance is in the Scope, Daily Maintenance of log Book for Sub Station, DG Sets and UPS on hourly Basis. Supervision of all work/services is to be done as per the Tender Scope of work and Terms & conditions.

- a. **Daily Maintenance:** External cleaning of panels, HT, LT, UPS Capacitor bank, checking annunciation panel, indicating lights, battery terminals and electrolytes, diesel, oil and lubricant in

DG Set. AMF panels externally and UPS. Including SPF/EM Units

- b. **Weekly Maintenance:** All the above, besides, visual inspection of any loose connection, cable terminal lines in the panels as stated above
- c. **Monthly Maintenance:** All the above besides through cleaning of the, panel in turn by using blower. Cleaning of control gear, operation of isolators, VCB, checking of oil level of transformers, CT & PTs etc
- d. **Breakdown Maintenance:** All breakdown maintenance should be attended promptly.
- e. **Daily Complaints:** Various Electrical complaints received from office, Residence, Streetlight, Lab & other buildings needs to be attended promptly. Servicing of fans, motors etc. has to be done as per need.

**2.7.2 Preventive Maintenance** of the following items by the authorized / competent agency is under the Scope of service/work.

- a. **Testing of Earthing Resistance of the NIHSAD Electrical Installations once in a year along with submission of report..**
- b. **Testing of ACB (10 Nos.) once in a year along with submission of report.**
- c. **Testing of VCB (BHEL Make, 02 Nos.) twice in a year along with submission of report.**
- d. **Maintenance of HT Over Head Lines including switch yard twice in a year.**
- e. **Calibration of IDMT relays (English Electric Make, 7 nos.) once in a year by authorized agency and submission of report.**
- f. **Servicing of Isolators (7 Nos.) once in a year.**

**2.7.3 Preventive maintenance/ Repair/overhauling/servicing of DG sets/ UPS.**

**A 300 KVA x 2 DG set (Make: Greaves India Ltd.) & 20 KVA x 1 DG set (Make: Jakson Limited).**

**A.1 Preventive Maintenance :-**

**A.1.1 300 KVA DG sets: Once in every month by hiring competent technical personnel from Authorized service provider of OEM (Greaves India Ltd.) and following work shall be carried out and service report submitted-**

- Drain the Lubricant oil from the sump, cooler etc. if required.
- Renew lubricant oil & filter element as required.
- Refill the sump with new lubricant oil & prime the lubricating system, if required.
- Check the tighten of bolt, if required.
- Replace the fuel filter elements as per the standard recommended procedure.
- Check & correct the tightening of all hoses & clamps.
- Check & adjust the belt tensions or replace the belt as required.
- Check & correct the tightening of all terminals at control panel & EPU.
- Check & adjust the tappet clearance as required.
- Check & tighten engine bearer cap screws as required.
- Carry out the air cleaner maintenance for every visit.
- Check & record the engine performance parameter.
- Check and correct the external leakage.

- Check EPU for proper functioning.

**A.1.2 20 KVA DG set : Once in every 6-month by hiring competent technical personal from Authorized service provider of OEM (Jakson Ltd.) and following work shall be carried out and service report submitted-**

- Drain the Lubricant oil from the sump, cooler etc. if required.
- Renew lubricant oil & filter element as required.
- Refill the sump with new lubricant oil & prime the lubricating system, if required.
- Check the tighten of bolt, if required.
- Replace the fuel filter elements as per the standard recommended procedure.
- Check & correct the tightening of all hoses & clamps.
- Check & adjust the belt tensions or replace the belt as required.
- Check & correct the tightening of all terminals at control panel & EPU.
- Check & adjust the tappet clearance as required.
- Check & tighten engine bearer cap screws as required.
- Carry out the air cleaner maintenance for every visit.
- Check & record the engine performance parameter.
- Check and correct the external leakage.
- Check EPU for proper functioning.

**A.1.3 40 KVA UPS ( Make: SIEMENS): - Once in a year by hiring competent technical personal from Authorized/recognized agencies and following work shall be carried out and service report submitted-**

- Check the function of PLC card including the display.
- Check the functioning of main switch and bypass switch.
- Check the charging of the batteries.
- Check the fuse of rectifier, static bypass switch and inverter, changed if required.
- Check battery backup.
- Check the functioning cooling fan installed inside the UPS, changed if required.
- Check 3 phase voltage, ampere and load is balanced.
- Check wiring and tighten of all cable connector.
- Cleaning dust which collect inside the equipment.

**A.2 Repair/overhauling/servicing of DG sets & 40 KVA UPS:-** In case of repair/overhauling/servicing of DG sets/ UPS as per the 2.7.3, visit charge of technician/ Engineers from authorized agencies & welding, machining work if any shall be in the scope of Tenderer, whereas all major spares/consumables/lubricant oil shall be provided by NIHSAD.

**2.7.4 Liasoning with Electrical Inspector: - The contractor shall liaison with Chief Engineer (E/S) and Chief Electrical Inspector, Govt. of M.P. for annual inspection of NIHSAD site by Electrical Inspector during the period of contract. All the necessary documents required by Chief Electrical Inspector shall be made available by the agency/bidder.**

**2.7.5** The firm shall hire trained manpower as and when required for any specialized work like servicing, repair, maintenance, calibration and testing of ACBs, VCBs, IDMT Relays, PMR (APFC) Relays and 300 KVA x 2 DG sets (Make- Greaves cotton Ltd., Model No- TBD 232 V 12), 20 KVA x 1 DG set (Make- Jackson Ltd.) and 40 KVA UPS (Make- SIEMENS )

<b>2.8</b>	<b>Tools: The firm shall provide the following tools at site at its own cost.</b> Operators of each shift should have the following minimum tools:	
2.8.1	Screw driver set	03 Nos
2.8.2	Series lamp	02 Nos
2.8.3	Line tester	04 Nos
2.8.4	Cutting pliers electrically insulated	04 Nos
2.8.5	OJ spanner sets	01 Set
2.8.6	Ring spanner set	01 Set
2.8.7	Pair hand gloves	04 Pairs
2.8.8	Different size of Gum boots	03 Nos
2.8.9	Rain Coats	03 Nos
2.8.10	Torch in working condition with dry/rechargeable cells	02 Nos
2.8.11	Tongtester	02 Nos
2.8.12	Multimeter 2500 V	01 No
2.8.13	Meager Set 5.00 KV.	01 No
2.8.14	Crimping Tool suitable for crimping cables up to a maximum 500 mm sq.	01 No
2.8.15	Box Spanner set.	01 No
2.8.16	Earth Tester (NABL approved & calibrated)	01 No
2.8.17	Earthing Rod (RYB)	03 Nos
2.8.18	Drill Machine	01 No
2.8.19	Hand Cutter	01 No

## **2.9 Miscellaneous Terms & Conditions for Schedule-II:**

- 2.9.1 NIHSAD will not be responsible for any injuries, accident to the contractor's employees which may occur during the course of operation/ negligence in performing the duty.
- 2.9.2 The contractor or representative shall have to be in regular touch at least once in a week either with concerned Engineer/Engineering In-charge for effective implementation of the contract.
- 2.9.3 Two men safety rule shall be followed all the time in 33KV/440V Electrical Substation area. Bidder should visit the facility before participation.
- 2.9.4 Contractor should deploy men in such a way that all of their regular contractual employees get weekly off, and other paid holidays like 26 January, 15 August and 2nd October as notified by the Govt. At least 2 nos. of staff should be available for preventive maintenance during Sunday and holidays except National Holidays.
- 2.9.5 Whenever a technician/expert is hired, the firm should inform in writing giving their name address and phone number well in advance through I/C. Electrical Substation to the administrative officer.
- 2.9.6 The manpower deployed for executing the Job may also be utilized by NIHSAD for other work of similar nature related to the above scope of work at NIHSAD if required.
- 2.9.7 Care should be taken so that the 33KV/440V Electrical Substation do not lead to major breakdown. In the event of any breakdown the same will be rectified immediately failing which such rectification will be done at the risk and cost of the firm/agency/contractor. Similarly, if any breakdown takes place due to negligence of the firm the whole component has to be replaced/rectified to bring it to the original condition immediately.

**Signature of Tenderer with seal & Date**

**OTHER TERMS & CONDITIONS**

1. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt./State Govt. relating to this contract made applicable from time to time.
2. The persons so provided by the agency under this contract will not be the employee of the NIHSAD and there will be no employer-employee relationship between the NIHSAD and the person so engaged by the contractor in the aforesaid services.
3. For this Contract, water and electricity will be provided by the institute. It is presumed that the bidder has assessed all the requirements of manpower/materials/logistics/taxes etc. thoroughly before participating in the tender process. None of the other requirements including stationary items would be provided from the institute.
4. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time.
5. The contractor shall indemnify and keep indemnified the NIHSAD from any claims, loss or damages that may because to it on account of any failure to comply with the obligations under various laws. In case of any dispute the decision of Director, NIHSAD shall be final and binding on the contractor.
6. The service provider/contractual staff should have adequate literary knowledge to cope up with the smooth operation of work.
7. The firm/contractor shall nominate a coordinator for immediate interaction with NIHSAD staff/office as and when required. Weekly rest shall be provided to each worker engaged.
8. The contractor must employ adult contractual staff (21 – 58 years) only. Employment of the child labour shall lead to the termination of the Contract.
9. Any change in contractual worker should be done in consultation with NIHSAD authority. Abrupt and unjustified changes will not be accepted.
10. All the Contractual Staff should follow strict attendance and alternative arrangements are to be made by the agency to keep all the work points to be in operation by the substitute if any contractual worker leaves the point.
11. The agency shall employ good and reliable Contractual persons with good health. In case any of the personnel so provided is not found suitable by the NIHSAD, the NIHSAD shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
12. The contractor shall not sublet the work without prior written permission of the NIHSAD.
13. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
14. The contractor shall keep a complaint register with his nominated coordinator, and it shall be open to verification by the authorized officer of NIHSAD for the purpose. All complaints should be immediately attended by the Agency.
15. All the contractual workers should maintain discipline, punctuality and obedience in the campus. Any misconduct would entail the administration to instruct the contractor to replace the person immediately.
16. Contractor shall be fully responsible for theft, burglary, fire of any mischievous leads by his worker/staff.
17. The contractor may have to deploy additional maintenance worker depending upon the requirement of maintenance work in addition to minimum manpower as mentioned above without any cost to NIHSAD.
18. The firm/agency/contractor shall keep the equipment well maintained, neat and clean and adhere to the operation and maintenance schedule of various equipments.
19. Payment to the Contractor will be made on monthly basis. The sequence of payment would be as given below:-

- a. Payment to the contractual staff shall be done by the contractor through BANK TRANSFER in their account on or before 10<sup>th</sup> of each month, right from the first month
  - b. **Monthly payment to the firm will be based on the payment of wages and statutory contributions etc. as per actuals as per manpower provided, agency service charge, other AMC charges and GST as applicable. No other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject.**
  - c. The contractor then shall submit the claims of such payments to the institute alongwith proof of BANK TRANSFER, payment towards EPF, ESI, GST and other statutory payment etc. The mode of payment and challans etc. should be transparent so as to prove their authenticity.
  - d. Upon verification of records as mentioned above and the attendance sheet of contractual persons, the administration would release the payment via BANK TRANSFER in the account of contractor.
  - e. In no case, release of payment should be linked to payment to contractual workers which must be done before 10<sup>th</sup> day of each month.
  - f. Income Tax (TDS) will be deducted from the payments due for the work done as per rule.
  - g. The contractor will have to provide the details of (individual wise) EPF deposition with the concerned department and copy of the detailed list obtained from the EPF department/website should be submitted as a supporting document alongwith the bill of the succeeding month. Similarly, firm should also provide evidence towards depositing the relevant amount towards ESI with details.
  - h. **The contractor will have to give revised minimum wages with other statutory liabilities as and when the minimum wages are revised during the period of the contract. The rates of wages and statutory contribution on person's wages will be revised and communicated by ICAR-NIHSAD from the dates of statutory revision in wages and statutory contribution as notified by the Ministry of Labour, Govt. of India from time to time. However, there will not be any increase in the service charges/other AMC charges quoted by the firm during the contract period. While the monthly rates of wages etc. will be considered for total value of the contract, the rates for the same shall not be quoted in the financial bid.**
  - i. The Institute will not be responsible either to the Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.
20. The Director, NIHSAD reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reason thereof. The decision of Director, NIHSAD shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

Signature of tenderer.....

## **INSTRUCTIONS TO CONTRACTOR FOR STATUTORY COMPLIANCES FOR AMC SERVICE CONTRACT**

- 1.0 Statutory registration and clearances**  
Contractor shall commence the work only after obtaining valid Labour License, independent provident fund no., ESI Registration no., and Income tax no. and clearance certificate in respect of provident fund, ESI and Income tax from respective enforcement authorities.
- 2.0 Identity Card**  
Contractor shall provide to each of his employee an Identity card which shall have his photograph verified by contractor, his name, place of work and name of the contractor
- 3.0 Statutory obligation**
  - 3.1 Contractor shall engage only adult workers (in the age group of 18 years and 58 years).
  - 3.2 Contractor shall observe local laws as far as possible.
  - 3.3 In case a contractor deploys women worker obligation under women's law – should be followed.
- 4.0 PF & ESI Contribution & Return**
  - 4.1 PF & ESI contribution of workers engaged shall be borne by the contractor as per laws/ rules in force & shall produce papers/ records whenever asked to do so.
  - 4.2 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the chalans etc. to NIHSAD for replying to statutory authorities in case of any complaints.
- 5.0 Police verifications:** - Verification of the character and antecedents of all contractual workers from police authorities are to be got done by the contractor and relevant documents shall be submitted to the office within one month of commencement of AMC.
- 6.0 Medical care in case of accident**
  - 6.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workman's compensations act or under the common law. This aspect shall not be a liability on the part of the Institute in any case.
  - 6.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his worker.
  - 6.3 Contractor should assist and guide his workers.
- 7.0 Supervision**  
Contractor shall engage adequate number of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at gate at the time of entering and leaving the premises. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.
- 8.0 Payment of wages**  
Payment shall be made by the contractor to his workers as per their category & nature of work which shall not be less than the rates declared from time to time under Minimum

wages Act. As per Central Govt.

**9.0 Safety and disciplinary action**

Contractor shall ensure that his workers do not indulge in any unsafe or hazardous activities. They use safety equipment such as safety belts, safety shoes, goggles, helmet and masks where use of such equipment is required in day-to-day operations. All such safety gadgets will be provided by the contractor.

**10.0 Records & information to be furnished by contractor**

10.1.1 Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.

10.1.2 Contractor shall provide full particulars of each worker deployed by him before start of the work from time to time.

**11.0** After award of AMC the successful bidder has to deposit .....% performance security with agreement before starting the work. In case of a new contractor taking over AMC, the new contractor has to depute his staff to acquaint with the working of the machinery at least 15 days before actual taking over the work. He will not be allowed to start work before the agreement signing, payment of the security deposit etc.



**CHECK LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sr. No.	Description of requirement	Yes/No	Page No.
	<b>Eligibility Criteria for the Contractor: -</b>		
	<b><u>Essential:</u></b>		
1.	Scanned copy of proof of 'A' class licensed electrical contractor having a valid license issued by Madhya Pradesh Licensing Board (Electrical), MPERC ( <b>Scanned copy of valid license must be uploaded</b> ).		
2.	Scanned copy of proof of experience of providing AMC services for operation and maintenance of 33KV/430V Electrical substation (with transformer of at least 500 KVA capacity having both HT overhead and LT underground cables) for at least 2 works of one year duration each in last 4 years (2017-2021) in Govt./PSU/autonomous bodies/reputed private organizations. ( <b>All relevant experience certificates to be uploaded &amp; details to be provided as per format (Annexure I)</b> ).		
3.	Scanned copy of DD/FDR of earnest money deposit (EMD) (if not exempted by Govt.).		
4.	Scanned copy of Registration Certificate of the bidder/agency/company/sole proprietor/partnership firm from the appropriate authorities of Govt. to carryout business in relevant area. In case of partnership firms, a scanned copy of the partnership agreement to be uploaded.		
5.	Scanned copy of valid labour license ( <b>if applicable</b> ) issued by an appropriate authority under the Contract Layout (Regulation & Abolition) Act, 1970 and Contract Labour (Regulation & Abolition) Rules, 1971. ( <b>If labour license is not applicable, an undertaking in this regard shall be provided</b> ).		
6.	Scanned copies of EPF and ESI registration certificate issued by an appropriate authority.		
7.	Scanned copy of documentary proof of atleast 15 numbers contractual staff (Highly Skilled, Skilled and Semi-skilled) having experience of 33KV Electrical substation and registered under ESI & EPF separately.		
8.	Scanned copies of MSME/NSIC/Startup firms (in related service/business), if applicable. The MSME/NSIC firms are exempted from as well as EMD subject to submission of their valid registration certificate as per the stipulation of Central Government.		
9.	Scanned copy of audited balance sheet of the firm by the Chartered Accountant to fulfill the requirement of minimum average turnover of the firm not less than Rs. 50 Lakhs during the last three financial years.		
10.	Scanned copies of valid GST registration certificates issued by competent authority. (If GST is not applicable as per GOI rules, an undertaking on company letter head shall be submitted).		
11.	Scanned copies of PAN Number and scanned copy of Income tax Returns for the last two financial years.		
12.	An undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 500/- (Rupees Five Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years. ( <b>Original undertaking should be submitted along with EMD to the Director, NIHSAD, Bhopal.</b> )		

Declaration by the Tenderer:-

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

Signature of tenderer

## Annexure – I

**Details of the Experience of Minimum two AMC Work/Service Contract of  
atleast one year each during last 4 years (2017-2021).**

Sr. No.	Name of the Institute/ Organization & Name of Contact Person with Ph. No.	Period		No. of Staff with O&M of 33KV/440V Electrical Substation experience deployed			Remarks
		From	To	Skilled	Semi Skilled	Total	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							

**(Authorized Signatory)**

**Annexure – II****UNDERTAKING**

I/We have read and understood General Terms and Conditions contained in the ICAR-NIHSAD's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-National Institute of High Security Animal Diseases, Bhopal.

I/We do hereby also accept ICAR-NIHSAD have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NIHSAD any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NIHSAD to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: - .....

Name: - .....

Designation: - .....

Address: - .....

Place: - .....

Dated: - .....

## Schedule III

**Financial Bid (BOQ) should be filled & uploaded separately**

To

**The Director,**  
NIHSAD,  
Bhopal – 462021 (M.P.)

Sir,

I/We submit our tender with respect to financial bid for providing AMC SERVICES OF 33KV/440V ELECTRICAL SUBSTATION & ASSOCIATED INSTALLATION AT NIHSAD, BHOPAL and my/our rate is as follows which may be read with reference to Schedule – II : -

<b>Financial Bid (BOQ)</b> <b>(For reference purpose only and not to be filled with technical bid)</b>				
Tender Inviting Authority: Director, ICAR-NIHSAD, Bhopal				
Name of Work: AMC services of 33KV/430V Electrical substation & Associated Installation at ICAR- NIHSAD, Bhopal				
Contract No:				
Name of the Bidder/ Bidding Firm / Company :				
<u>PRICE SCHEDULE</u>				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	7	8	10
1	Service contract			
1.01	Other AMC charges per month exclusive of GST as per Schedule II, clauses 2.1 to 2.9 (Uniform, shoes, safety gadgets, all tools & tackles, preventive maintenance/servicing of DG sets, UPS Testing of Earth resistance, ACB, VCB, Calibration of IDMT relay, Servicing of Isolators, hiring of experts, Liasoning with Electrical inspector, DG set and UPS etc.) (Amount in INR) <b>(Wages and GST not to be quoted here)</b>		0.00	INR Zero Only
1.02	Agency Service Charges per month exclusive of GST (Amount in INR)		0.00	INR Zero Only
Total in Figures			0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only		

I/We agree to forfeiture of the EMD deposited by me/us in connection with tender if we fail to comply with any of the terms and conditions in whole or in part as paid down in the tender documents. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

The other terms and conditions in the tender will form a part of the schedule.

**Signature**  
**Name and address of the firm with phone number**

### **Liquidated Damage Clauses/Penalty Clause**

1. In case of deficiency of services, Pro-rata deduction of amount on the services not provided will be made in addition to 10% penalty would be charged after giving due hearing to the contractors explanation by the Director of the Institute.
2. The firm will not charge placement charges on any other account from the manpower deployed with the NIHSAD for the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.
3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.
4. If the required numbers of workers/ supervisor are less than the minimum required to carry-out the job as a whole, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

### **RISK CLAUSE: -**

**The Agreement of the contract can be terminated with two months notice from earthier side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the expenses incurring due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.**

The decision of the Director, NIHSAD, Bhopal (competent authority in the Institute).....shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day month and year as mentioned above.

The Director, ICAR-NIHSAD reserves the right to reject any or all tenders in whole or in part assigning reasons therefore. The decision of Director, ICAR-NIHSAD shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

(Name & Address of the firm)

**(For the Institute)**

Witness:-

1. \_\_\_\_\_

2. \_\_\_\_\_