



अंतर-विश्वविद्यालय त्वरक केंद्र  
**INTER-UNIVERSITY ACCELERATOR CENTRE**  
**(IUAC)**

TENDER NO: IUAC / NIT /06/ GS / 2024-2025

**TENDER DOCUMENTS FOR**

**Annual Rate Contract for**  
**Electrical Operation and Maintenance (O&M) works**  
**at IUAC Campus, New Delhi (Year: Sep, 2024- Aug, 2025)**

अंतर-विश्वविद्यालय त्वरक केंद्र  
**INTER-UNIVERSITY ACCELERATOR CENTRE**  
(विश्वविद्यालय अनुदान आयोग का स्वायत्त निकाय)  
(An Autonomous Centre of UGC)  
अरुणा आसफ अली मार्ग, नई दिल्ली-110067  
Aruna Asaf Ali Marg, New Delhi – 110067

# अंतर-विश्वविद्यालय त्वरक केंद्र

INTER-UNIVERSITY ACCELERATOR CENTRE

(विश्वविद्यालय अनुदान आयोग का स्वायत्त निकाय)

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## ई-निविदा आमंत्रण सूचना/ NOTICE INVITING E-TENDER

निविदा संख्या: आईयूएसी/एनआईटी/06 /GS /2024-25

दिनांक: 04/07/2024

Tender Number: IUAC/NIT/06 /GS/2024-25

Dated: 04/07/2024

अंतर-विश्वविद्यालय त्वरक केंद्र (आई.यू.ए.सी.) पात्र/अनुभवी पार्टियों से दो बोली प्रणाली नामतः तकनीकी और वित्तीय बोली के तहत ई-प्रोक्वोरमेंट पोर्टल के माध्यम से निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र, नई दिल्ली की ओर “आईयूएसी परिसर, नई दिल्ली में विद्युत् संचालन व रखरखाव के लिए वार्षिक दर अनुबंध (वर्ष : सितंबर 2024- अगस्त 2025)” की आपूर्ति के लिए ऑनलाइन बोलियां आमंत्रित करता है।

Inter - University Accelerator Centre (IUAC) invites online bids on behalf of the Director IUAC, New Delhi through e-procurement Portal under two bid system, viz., and Technical and financial bids, from eligible / experienced parties for the work/supply “Annual rate contract for electrical operation and maintenance (O&M) works at IUAC Campus, New Delhi (Year: Sep, 2024 - Aug, 2025)”.

निविदा दस्तावेज, सेंट्रल पब्लिक प्रोक्वोरमेंट (सीपीपी) पोर्टल <https://eprocure.gov.in/eprocure/app> से मुफ्त में डाउनलोड किए जा सकते हैं। इच्छुक बोलीदाता, जिन्होंने ई-प्रोक्वोरमेंट पोर्टल में नामांकन/पंजीकरण नहीं किया है, उन्हें भाग लेने से पहले <https://eprocure.gov.in/eprocure/app> वेबसाइट के माध्यम से नामांकन/पंजीकरण करना होगा। बोलियां केवल <https://eprocure.gov.in/eprocure/app> वेबसाइट पर ऑनलाइन जमा करनी होगी। निविदाकारों/ठिकेदारों/बोलीदाताओं को सलाह दी जाती है कि वे ई-प्रोक्वोरमेंट पोर्टल में दिए गए निर्देशों का पालन करें। बोली दस्तावेजों को 100 डी.पी.आई. में ब्लैक एंड व्हाइट स्कैन करें, जो स्कैन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal free of cost <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderer / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

केवल ई-प्रोक्वोरमेंट पोर्टल के माध्यम से प्राप्त बोलियों को ही खोला जाएगा। जो बोलियां उत्पादों/वस्तुओं के कार्य/आपूर्ति के वांछित प्रयोजनों को संपूर्ण रूप से पूर्ण करने में अक्षम होगी, उन बोलियों को अस्वीकार कर दिया जाएगा और केवल पूर्ण बोलियों पर विचार किया जाएगा। अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है और इस संबंध में आईयूएसी का निर्णय सभी बोलीदाताओं के लिए बाध्यकारी होगा।

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope of work/supply of the products/goods will be rejected and only complete bids will be considered. IUAC reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders.

ई.एम.डी. का भुगतान करने के लिए बोलीदाता को "ऑनलाइन" भुगतान विकल्प का चयन करना होगा, जो <https://services.sabpaisa.in/pages/iuac.html> लिंक पर जाकर लागू होगा। बयाना राशि ऑनलाइन भुगतान के रूप में होगी और इसे बोली खोलने से पहले जमा किया जाना चाहिए। एम.एस.एम.ई./एन.एस.आई.सी. में पंजीकृत बोलीदाताओं को ई.एम.डी. के भुगतान से छूट दी गई है। एम.एस.एम.ई./एन.एस.आई.सी.(निविदा की गई वस्तु/कार्य के लिए पंजीकृत इकाई) से पंजीकृत निविदाकारों को तकनीकी बोली के साथ वैध पंजीकरण प्रमाणपत्र की प्रति <https://eprocure.gov.in/eprocure/app> वेबसाइट पर अपलोड करनी होगी।

Bidder has to select the payment option as “online” to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html> . The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/ NSIC are exempted from payments of EMD and are required to submit Bid Securing Declaration Form. Bidders registered with MSME/ NSIC are exempted from payments of EMD. Tenderer registered with MSME/NSIC (the unit being registered for the item/work tendered) are required to upload copy of valid registration certificate in the website <https://eprocure.gov.in/eprocure/app> along with technical bid.

बोलीदाताओं को इस बात को विशेष ध्यान में रखने की सलाह दी जाती है कि वे अनिवार्य रूप से उपलब्ध कराए गए प्रारूप में ही अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं होगा। यदि मूल्य बोली निविदा दस्तावेज के साथ मानक **.XLS BOQ** प्रारूप के रूप में दी गई है, तो इसे ही डाउनलोड करना होगा और प्रारूप को संशोधित किए बिना ऑनलाइन भरना और जमा करना होगा। यदि बोलीदाता द्वारा **BOQ** फाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard .XLS BOQ Format with the tender document, then the same is to be downloaded and to be filled and submitted online without modifying the format. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

उपरोक्त निविदा के संबंध में कोई भी शुद्धिपत्र/संशोधन केवल <https://eprocure.gov.in> और [www.iuac.res.in](http://www.iuac.res.in) वेबसाइट पर जारी किया जाएगा। बोलीदाता, अपनी बोली जमा करने से पहले निविदा दस्तावेज से संबंधित, प्रकाशित होने वाले किसी भी शुद्धिपत्र की जानकारी रखें। निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।

Any Corrigendum / Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> and [www.iuac.res.in](http://www.iuac.res.in) only. Bidders should take into account any corrigendum published on the tender document before submitting their bids. The Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reasons thereof.

# INTER–UNIVERSITY ACCELERATOR CENTRE

ARUNA ASAF ALI MARG  
POST BOX NO. 10502  
NEW DELHI-110067

## E-TENDER DOCUMENT

Name of the Work : Annual rate contract for electrical operation and maintenance (O&M) works at IUAC Campus, New Delhi (Year: Sep. 2024- August 2025)

Estimated Amount : **Rs. 41 Lakh per annum**

Earnest Money Deposit : **Rs. 82,000/-**

Online payment of EMD : **<https://services.sabpaisa.in/pages/iuac.html>**

Last Date and Time of Submission of : 25/07/2024 at 3.00 PM  
Tender

Date & Time for Opening of Tender : 26/07/2024 at 3.30 PM  
(Tech. Bid-Part-A)

Date & Time for Opening of Tender : To be intimated to technically qualified bidders  
(Price Bid-Part-B)

Contact persons : Ms. Ranju Rishi/ Mr. Raj Kumar  
Email : [iuacstores@gmail.com](mailto:iuacstores@gmail.com)/ [rk.iuac@gmail.com](mailto:rk.iuac@gmail.com)  
Phone : 011 2412 6018, 011 2412 6022

## 1. GENERAL INFORMATION

1	Accepting Authority	Director, IUAC New Delhi.
2	Reference Book	As per CPWD specifications & as given in tender
3	Performance Security	The successful bidder shall be required to deposit an amount equal to one month amount quoted by him of the contract as Performance Security within 15 days after notification of the award and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor, including site handing over, payment of all dues to the workers etc. Performance security may be accepted as FDR/Bank Guarantee/e-Bank Guarantee of scheduled Banks and State Bank of India.
4	Authority competent to grant extension of time	Director or authorized person by Director,
5	Tools & plants	To be arranged by contractor
6	Schedule of Minimum wages	As per notification issued by Govt. of NCT Delhi.
7	Authority competent to reduce the compensation amount	Director, IUAC
8	Release of Performance Security Deposit	The performance security shall be refunded to the contractor without interest after successful completion of all contractual obligations of the contractor, including site handing over, payment of all dues to the workers etc.
9	Authority Competent to Appoint Arbitrator	Director, IUAC

(Seal & Signature of bidder)

## **REGISTRATION PROCESS ON CPP PORTAL FOR ONLINE BIDDING**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.  
**Bidder who registered already may skip the registration process and login to site through their user ID/Password**
- 2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## **SEARCHING FOR TENDER DOCUMENTS**

- 7) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 8) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 9) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Help desk.

## **PREPARATION OF BIDS**

- 10) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 11) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 12) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.  
Note: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

## **SUBMISSION OF BIDS**

1. The tender shall be submitted online in two parts, viz., technical bid and financial bid.
2. The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.
3. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

4. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
5. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
6. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
7. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
8. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
9. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
11. Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
12. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

### 13. Code of Integrity for Public Procurement

IUAC requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sr. No.	Term	Meaning
(a)	<b>Corrupt practice</b>	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	<b>Fraudulent practice</b>	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	<b>Collusive practice</b>	Means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	<b>Coercive practice</b>	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
(e)	<b>Anti-competitive practice</b>	any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels

(f)	<b>Conflict of interest</b>	participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain
(g)	<b>Obstructive Practice</b>	materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of audit or access to information.

**Instructions for Online Bid Submission**

- The tender documents are available on our website [www.iuac.res.in](http://www.iuac.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in).
- Tender documents may be downloaded from IUAC's website [www.iuac.res.in](http://www.iuac.res.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.
- Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted him of the nature, scope and specifications of the items to be followed.
- The tenderer shall submit all documents after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.
- Tenders shall be submitted ON-LINE; it shall be signed by one who has been authorized by the board of director /director / manufacture/ firm owner /their authorized agents through a resolution/ authority letter. Copy of the resolution/ authority letter in favour of the person signing must accompany the tender.
- Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

**ASSISTANCE TO BIDDERS**

1. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.
2. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
3. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk. The contact number for the help desk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

**Tenderer Signature with Seal**



## **SPECIAL INSTRUCTIONS TO BIDDERS FOR REGISTRATION WITH COMPETENT AUTHORITY**

### **Bidders Registration**

1) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).

2) **“Bidder”** for the purpose of this tender (including the term 'tender', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several person, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated here in before, including any agency, branch or office controlled by such person, participating in a procurement process.

3) **“Bidder from a country which shares a land border with India”** for the purpose of this tender means:

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

4) **“The Beneficial owner”** for the purpose of (3) above will be as under:

5) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation: -

a) “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company.

b) “Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.

6) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.

7) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.

8) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.

9) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

**“An Agent”** for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

### **Sub-contracting in works contracts**

In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

**\*Please note that the bidders shall provide the mandatory Certificates in the formats (as given in annexure VI) on their registered Company's letter heads.**

**Tenderer Signature with Seal**

## **2: COMMERCIAL AND GENERAL CONDITIONS**

**2.1 Submission of Tender:** Tenders should be uploaded on GEM portal in two parts separately, i.e. "Technical Bid" (Part-A) and "Price Bid / BOQ" (Part-B). No other mode of submission will be accepted. Any clarifications/amendments/corrigenda etc., to NIT before last date of submission of bid will only be available on our website: [www.iuac.res.in](http://www.iuac.res.in). Therefore, bidders are advised to keep visiting our website.

**2.2 Technical Bid (Part-A):** In this bid the bidder should upload his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The following documents are essentially to be submitted with technical bid for qualification. Price bid of only those bidders will be opened who are technically qualified. Following documents are required to be submitted for technical qualification:

2.2.1 Earnest money deposit

2.2.2 Copy of valid Electrical Contractor's license.

2.2.3 Entire NIT (except Price bid) duly signed & stamped by the bidder as a token of acceptance of the NIT conditions

2.2.4 Copy of work orders for "Round the Clock Operation and Maintenance of Electrical installations having 11kV Electrical sub-station of minimum 1000 kVA transformer, DG sets, office buildings and campus etc" successfully executed during the last 7 years for State & Central Govt / Autonomous Bodies / PSU of State & Central Govt. companies in the following manner:

(i) Three similar works, each of the value not less than Rs 16.4 lakh per annum or

(ii) Two similar works, each of the value not less than Rs 24.6 lakh per annum or

(iii) One similar work, each of the value not less than Rs 32.8 lakh per annum.

Satisfactory work completion certificates of above works from client with contact details shall also be submitted. The work order and completion certificate should be for the same work.

2.2.5 Proof of ESI, EPF and GST registration.

2.2.6 All forms, declarations and certificates as per annexure-I to annexure-VIII.

**IUAC reserves the right to visit the working sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visits.**

### **2.3 Price Bid (Part-B):**

2.3.1 The rates for Sl. No.1 in PRICE BID are mentioned taking into consideration prevailing minimum wages applicable in Delhi as on **23.10.2023**. However, in case of any revision of minimum wages by GNCT, Delhi during the contract period, the difference will be reimbursed by IUAC. **The reimbursement of EPF, ESI and monthly bonus at Sr. No. 2, 3 & 4 shall be made as per prevailing government rules from time to time.**

In this bid the bidder is required to quote his rates/prices against sr. no. 5 to 14 of Annexure-IX. The quoted prices shall be excluding of all the taxes levied by statutory Govt. bodies. These shall be charged and payable extra as applicable from time to time on actual basis. The bidders should quote unconditional rates.

No payment other than as specified in the price schedule for each item and which has been accepted (except Bonus, overtime and other statutory payments to workers) by the bidder, shall be payable to the successful bidder.

2.3.2 Overhead & profit of the bidder should be quoted in lump sum and not a percentage of any item. To avoid any kind of malpractice in the payment of salary/wages, the bidder should quote overhead & profit charges in conformity with the *DoE OM No.F.6/1/2023-PPD dated 06.01.2023* and other govt/statutory laws/by laws/regulation keeping in view the O&M services to be provided including charges considering deductions of TDS and GST and also including any other statutory deduction, if required from the monthly bills.

### **2.3.3 Quoting unduly lower rates:**

(I) The bidder has to quote all rates and overhead & profit charge that takes care of consumables, uniform, shoes, tools etc, TDS, supervision, all the statutory charges relating to this contract, etc, and reasonable margin thereafter. The Centre has responsibility as

Principal Employer and would like to ensure that unduly lower rates of overhead & profit charge will not lead to complaints from workers such as delay in payment, improper reduction in wages, seeking monetary return by the bidder from the workers, etc. thereby affecting the performance of the workers.

(ii) The bidder may be asked to justify all the rates and charges in case the IUAC finds the amount as “absurdly low”. The decision of the IUAC on quote for being “absurdly low” shall be final. These charges once fixed will remain fixed for the entire duration of the contract or for a period of subsequent extension(s) and will not vary with the wages, minimum or otherwise.

#### **2.3.4 Decision on reasonability of rates:**

(i) IUAC reserves the right to take a view on the reasonability of the amount of all rates and overhead & profit charges. The decision of the Centre in this regard shall be final and binding. No representation will be entertained and replied to.

(ii) If the Centre considers that the rates quoted by the bidder is not feasible, such tender shall be treated as non-responsive and the tender with the next higher rate shall be evaluated and this process will be iterated till a tender with reasonable rates is found and the work will be awarded to such bidder only.

**2.4 Earnest Money Deposit:** Bidder has to select the payment option as “online” to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit shall be in the form of online payment, and it should be deposited before the bid opening. Bid Security shall be refunded to the unsuccessful bidders on award of contract and to successful bidders on receipt of Performance Security.

#### **2.5 Exemption from EMD:**

EMD is the mandatory requirement however the MSMEs/NSIC registered with Government Agencies are exempted from payment of Earnest Money Deposit (EMD) subject to conditions given below: -.

- The unit being registered with NSIC for the items tendered.
- Furnishing of self-attested copy of valid NSIC registration certificate.
- Photocopy of application for registration to NSIC or for renewal of NSIC will **not be** acceptable. Such offers will be treated as offers received without EMD.
- Submission of Bid Securing Declaration Form as per annexure-III.

**2.6 Validity of Tender:** The Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of **90** days from the date of submission of price bid.

#### **2.7 Bid Opening and Evaluation of Bids**

##### **Opening of Bids**

- The E-bids shall be opened on-line. The technical bids will be evaluated to short-list the eligible bidders. The technical bids of only eligible bidders shall be considered for further processing (technical evaluation).
- Bidder whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be considered as technically qualified.
- IUAC will open commercial bids of only the technically qualified/short-listed bids.
- In case, the day of bid opening is declared a holiday by the government, the E-bids will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard
- Since E-bid is an on-line process, the E-bid opening or any other process may be delayed due to any technical/server issue. If any such issue arises, this will not be tantamount to process delay and IUAC will not be responsible for the same.
- On opening of bids on-line, accepting the bid would not mean that the firm is technically or financially qualified.

#### **2.8 Clarification of Bids and shortfall documents**

During the evaluation of Techno commercial or Financial Bids, Indenter on behalf of IUAC may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted in writing or electronically and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder.

If discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be

liable to be rejected as non-responsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct.

IUAC reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the tender opening, and which have not undergone change since then and does not grant any undue advantage to any bidder.

## **2.9 Duration of Contract:**

- (i) Initially the period of the contract for providing services as per the tender documents shall be one year with a provision to extend it beyond one year on the same terms and conditions. The contract can be extended for a maximum period of two years beyond the first year.
- (ii) The contract time shall be reckoned from the date of issue of letter of acceptance, or the specific date indicated in the letter of acceptance.

## **2.10 Terms of Payment**

Contractor will be paid for the monthly maintenance and minor works charges as per the details below

- Monthly bills shall be raised by the contractor after successful completion of every month as per schedule of prices quoted in annexure-IX for operation & maintenance. The contractor should submit the bill on 1<sup>st</sup> day of every calendar month. The payment shall be made after due certification of the monthly bill by the Engineer-In-Charge, who may at their discretion effect deductions for non-performance or delayed/improper work. The payment will always be made through ONLINE bank transfer after statutory deductions.
- The amount towards mandatory requirements such as EPF, ESI, Bonus shall be paid by IUAC only on submission of relevant authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF and ESI receipts, ECR statement, paid wages sheet, paid bonus etc duly signed by the employees and the copy of attendance record.
- The bill for other works as per item No. 7 to 13 of Annexure-IX shall be raised and paid separately after completion of works on pro-rata basis.

**2.11 Scope of Work:** Detailed scope of work, special terms and conditions of this contract, buildings and equipment covered, maintenance schedule and other details are enclosed with this NIT as per Table-1 to Table-6.

**2.12 Labour Escalation:** Contractor will be paid actual reimbursement of the increased wages paid to his workers on the basis of increase in statutory minimum wages as announced by Delhi Govt. from time to time. Other than the above no escalation shall be paid during the entire contract period.

**2.13 Labour Laws:** The contractor shall abide by all the prevalent rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF, Bonus Act etc. This will be the sole responsibility of the contractor. IUAC will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances IUAC will be liable for the same.

**2.14 Performance Security Deposit:** On award of work, the contractor shall furnish a Bank Guarantee valid for the entire contract duration plus two months equivalent to monthly charges (item No- 1 to 6 & 14) of the awarded works as per Annexure-IX. In the case of extension of contract after the first year, fresh bank guarantee for the extended period has to be submitted. Security deposit will be refunded within 3 months after completion of contract and after the agency finally settles payment/transfer of Provident Fund to all its workers deployed in the Centre during the term of the contract.

**2.15 Deviations:** The bidder are advised not to deviate from the technical specifications/items, commercial terms and conditions, terms of payment and arbitration etc.

**2.16 Site Conditions:** The bidder in his own interest, visit the site and familiarize himself with site conditions before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the works. The plant and machinery will be handed over to the contractor on "As is where is basis" and the entire liability of smooth Operation and Maintenance of the systems will rest with the successful bidder.

**2.17 Correspondence:** All the correspondence in respect of tender/contractual obligation shall be addressed to A.O. (S&P), Inter-University Accelerator Centre (IUAC), P.B. No. 10502, Aruna Asaf Ali Marg, New Delhi-110067.

**2.18 The Centre reserves the right** to reject any or all the tenders in full or in part without assigning any reasons whatsoever and the decision of the IUAC in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. **Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.**

2.19 Tender once submitted will remain with IUAC and will not be returned to the bidders.

**2.20 Termination of Contract:** The Director, IUAC reserve the right to terminate the contract immediately on account of poor workmen ship, failure to mobilize the site within 7 days, non-compliance of set norms/ Govt Laws/specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases, the Bank Guarantee equivalent to one month's contract value held with IUAC will be forfeited. The contract can also be terminated at the request of either party. In such cases, the contractor is liable to give two month's notice period or else to pay two months O&M bill value in-lieu of the notice period.

**2.21 Manpower:** UAC reserves the right to increase or decrease the manpower as per requirements during the execution of the works.

**2.22 Any dispute arising out of this contract will be subjected to the jurisdiction of New Delhi/Delhi.**

**Accepted**

**(Signature & Stamp of Bidder)**

### 3: SPECIAL CONDITIONS OF CONTRACT

#### 3.1 GENERAL:

3.1.1 The special conditions of contract shall be read in conjunction with the General conditions of the contract and all other documents forming part of this contract. Notwithstanding the subdivisions of the document into these separate sections, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be with and into the document as far as it may be applicable to do so.

3.1.2 Where any portion of the general conditions of the contract is repugnant to or at variance with any provision of special conditions of contract, then unless a different intention appears, the provision of special conditions of contrary shall be deemed to override the provisions of general conditions of the contract and shall be to the extent of such repugnance or variance prevail.

3.1.3 Wherever it is mentioned in the tender documents that the contractor shall perform certain works or provide certain facilities, it is understood that the contractor shall do so at his cost, being deemed to be part of the relevant item in the schedule of rates whether expressly stated or not.

3.1.4 All works shall be carried out with due regard to convenience of the occupants for its normal functioning. For arrangement/shutdown work within IUAC, instructions of the Engineer-in-charge shall be strictly observed.

3.1.5 All work shall be done in a neat workmanlike manner. All debris must be cleaned and disposed off. No extra cost shall be paid on this account.

3.1.6 **LOCATION:** The IUAC campus is located on Aruna Asaf Ali Marg, near Kishangarh village, Vasant Kunj, New Delhi-110067, on the way to Fortis Hospital Vasant Kunj from Ber Sarai.

#### 3.2 SCOPE OF WORK:

##### Brief Description and Scope of Services

1. The Campus of Inter-University Accelerator Centre (IUAC) is built over a prime land of approximately 25 acre located on the Aruna Asaf Ali Marg, New Delhi-110067. The Centre has within its premises the following building structures:-

- a) Main Lab Cum Administrative Building
- b) Auditorium Building
- c) Utility Building – I, II & III
- d) Engineering Building
- e) LEIB building
- f) Sub-station building
- g) Helium Compressor building
- h) Beam Hal-I, II & III, FEL
- i) Generator building
- j) Hostels, Dining Hall, Guest House blocks
- k) Flatlets block- 12 Flats
- l) Phase - I & Ph-II Housing complex - Total 105 Flats
- m) Cafeteria

The residence population of the campus comprising of the officials with their families, students/ users and contractual staff working round the clock is approximately 600. It consists of providing prompt and efficient operation and maintenance of complete electrical installation that covers all the internal and external electrical installations, sub stations, DG sets, UPS installations, rooftop solar plants, Housing Colonies, Street lighting and earthing installations of campus of IUAC up to the entire satisfaction of Engineer-in-charge.

The prime objective of the work under this contract consists of providing prompt and efficient operation and maintenance of complete electrical installation that covers all the internal and external electrical installations, sub stations, DG sets, UPS installations, rooftop solar plants, Housing Colonies, Street lighting and earthing installations in the 25 acre campus of IUAC up to the entire satisfaction of Engineer-in-charge. The rates quoted shall include cost for all essential and contingent works, which although not specifically mentioned in this contract, but necessary for completion of the work to the entire satisfaction of Engineer-in-charge. This shall include the cost of all required tools/tackles, plants, machinery and manpower etc. The contractor shall have to deploy the following minimum manpower during the period of contract for round the clock operation and maintenance work.

### 3.3 SUPPLY OF MANPOWER BY THE CONTRACTOR

#### NUMBER OF MANPOWER ENVISAGED IN THE PROPOSED TENDER

S. No.	Details	Category	Nos.	Qualification	Experience	Remark (Working hours)
	<b>General Shift</b>					
1.	Supervisor	Graduate and above	1	3 years Diploma in Electrical/ 2 years ITI in Electrician	2 years for Diploma / 10 years for ITI in electrical maintenance	9.00 am to 6.00 pm except Sunday/ holiday (at discretion of Engineer-in-charge)
2.	Electrician / Sub-station Operator	Skilled	1	2 years ITI in Electrician/ wireman	3 years in electrical maintenance	9.00 am to 5:30 pm except one weekly off
3.	Helper	Semi-skilled	2	10 <sup>th</sup> class	2 years in electrical maintenance	9.00 am to 5:30 pm except one weekly off
	<b>In Shifts</b>					
4.	Electrician	Skilled	6+1 (reliever )	2 years ITI in Electrician	2 years in electrical maintenance	Round the clock in 8 hourly shift, One weekly off through reliever
5.	Total		11			

**Note: IUAC reserves the right to increase or decrease the manpower as per requirements during the contract period.**

### 3.4 QUALIFICATION, LICENCE AND MINIMUM AGE OF WORKMEN:

**3.4.1** The Contractor should possess valid 'A' class electrical contractor license valid during current year issued by the competent authority. Wireman license will be preferred for Electrician/ Sub-station operator.

**3.4.2** The Contractor shall deploy only experienced, highly skilled grade 'A' class electrician and semi-skilled grade helpers who are capable of handling / maintaining of various electrical equipments and systems covered, and their minimum wage should be conforming to the latest minimum wage declared by the concerned authorities. The workmen deployed by the contractor should also possess necessary license/ certificate etc. if required under any law, rules and regulations issued by the appropriate authority. Frequent replacement of workmen, causing disturbances in work site will not be entertained.

**3.4.3** Contractor should depute a Site Supervisor having qualification of 3-year Diploma in Electrical Engineering with a minimum of 2 years' experience or an ITI Electrician certificate with minimum 10 years of experience in electrical maintenance including 2 years as supervisor. Site Supervisor shall execute routine Operation and Maintenance works and shall take instructions from IUAC Engineer for execution of minor additional works.

**3.4.4** All manpower should have a minimum age of 21 years and maximum of 50 years.

### 3.5 OPERATIONAL INSTRUCTIONS:

**3.5.1** The contractor has to ensure promptness in service and this is basically the essence of the contract. The contractor has to ensure close to 100% uptime of the systems. All endeavors will be made by the contractor to restrict preventive maintenance and unforeseen outages will be kept to the minimum.

**3.5.2** There should be 3 shifts in a day equally spaced. There should be a minimum of 1 Supervisor, 1 electrician and 2 helpers in the general shift besides a dedicated minimum 2 Electricians for each shift i.e. for all 3 shifts for maintaining high up time of electrical systems. Relievers will relieve shift electricians and will work in general shifts for the remaining days of the month. IUAC reserves the right to increase or reduce the strength according to requirements during the contract.

- 3.5.3** General shift shall be from 9:00 am to 5:30 pm except Sundays as it will be 'off' day for general shift personnel. Saturdays and public holidays shall be working days for all the general shift personnel. National holidays will be 'off' days for all the general shift personnel. Supervisor may avail 'off' on public holidays solely at discretion of Engineer-in charge. Engineer-in charge at his discretion may make changes in the general shift timings as per the site requirements.
- 3.5.4** In addition to the above, three National Holidays (26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October) and any special mandatory holidays as declared by Govt. of India from time to time should also be given to the manpower. The amount to be incurred by the contractor towards this will be reimbursed by IUAC in respective months.
- 3.5.5** In case of Supervisor proceeding on leave, Contractor must make prior alternate arrangement for the same and duties shall not be unattended.
- 3.5.6** Site working has to be arranged by the contractor all the year-round including Sundays and Holidays. Furthermore, the maintenance manpower has to be so arranged by the contractor that it is geared / available for breakdown maintenance work 24 hours of the day. Contractor may have to deploy additional maintenance manpower depending upon the requirement, which should be geared-up for 24 hours breakdown maintenance works, in-addition to minimum manpower specified.
- 3.5.7** While all efforts will be made to complete the maintenance activities in the normal hours, yet if the situations so warrant then the maintenance has to be done even beyond the normal hours without any extra cost. All manpower proposed to be deployed should be got interacted and approved by Engineer-in-charge before deployment at site. Documentary evidence of qualifications and experience to be furnished before deployment of manpower.
- 3.5.8** The successful bidder should depute two responsible people one week before actually taking over the system to get acquainted with the system without any extra cost to IUAC.
- 3.5.9** The contractor while deputing manpower should retain at least 40% of existing manpower catering at least one person in each shift initially for a period of 3 months for making other manpower familiar with IUAC systems. Understanding the existing electrical systems is necessary for trouble free and safe operation. The retrained 40% manpower will help the new personnel in getting familiar with all electrical installation for safe operation and maintenance activities.
- 3.6** **SUFFICIENCY OF TENDER:**  
The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates stated in the schedule of rates, which shall cover all his obligations under the contract and all matter and things necessary for proper completion of works.
- 3.7** **PAYMENT:**  
Refer clause 2.8 of Commercial & General Conditions of Contract.
- 3.8** **MINIMUM WAGES:**
- 3.8.1** Minimum wages shall be as applicable and announced by Government of NCT Delhi, Employees Provident Fund (EPF) and ESI applicable on minimum consolidated wage. The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of NCT Delhi from time to time in addition to benefits like EPF, ESI and Bonus calculated on total monthly wages. In case of revision in wage by Govt. of NCT Delhi from time to time, the difference shall be paid on submission of paid wage sheet. If contractor wishes to pay more than minimum wages to his manpower, the same may be paid from overhead & profit component.
- 3.8.2** Total monthly amount will be revised on increase/decrease of minimum wages, ESI & Bonus amount as per notification of the Govt. of (National Capital Territory) NCT of Delhi, Govt of India, Labour Department etc and as per manpower strength.
- 3.8.3** Site Engineer/Supervisor shall be paid a monthly salary at least of the category 'supervisory staff (graduates and above) category' with all additional benefit such EPF & ESI etc.



- 3.8.4** Amount towards mandatory requirements such as EPF, ESI & Bonus etc shall be paid only on submission of the relevant authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages sheet duly signed by employees and the attendance record.
- 3.8.5** On deployment of worker(s), within two months, the contractor will provide Universal Account Number (UAN) for Provident Fund remittances along with other relevant details of the workers concerned and to the Centre for verification. Non-compliance of the foregoing requirements may lead to withholding of monthly payment of contractor besides other punitive measures, as deemed fit to the Centre.
- 3.8.6** Submission of bill/receipt on account of payment made to statutory bodies/authorities i.e. ESI, EPF, Service Tax/GST etc. need to adhere with strict compliance. Non-compliance in regard to above may lead a penalty of Rs.5,000/- and IUAC's decision will be full and final as far as release of payment to the agency is concerned.
- 3.8.7** There won't be any deductions e.g. advance etc. from the employee's wages in the Wages Sheet except absenteeism.

**3.9 MONTHLY WAGES:**

- 3.9.1 The monthly payment of wages to the manpower shall be made directly by the contractor on last working day of each month (30<sup>th</sup>/ 31<sup>st</sup>) and no amount shall be deducted from the wages of the workmen by way of the commission. The wages should always be paid through ONLINE bank transfer directly to the worker's bank account.
- 3.9.2 IUAC may at its discretion depute its representative to witness the payment. In case contractor fail to make above payment IUAC reserves the right to deduct the amount from monthly bills and make payment to the workmen and recover the amount so paid along with 10% overheads from the contractor's bill.
- 3.9.3 Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on Contractor's part and this will lead to Termination of the Contract. In such a case IUAC's decision will be final.

**3.10 PENALTY CLAUSE:**

- 3.10.1** 100% of daily minimum wage will be deducted for each unattended duty. If staff is absent for more than 2 days, contractor should make alternative arrangement immediately failing to do so will attract a penalty decided solely by the Engineer-in-charge.
- 3.10.2** If the maintenance activities are not carried out as per the response time indicated in the Table-3, suitable deductions on proportionate basis will be made from contractor's bills and the Engineer-in-charge reserves the right to determine the amount in question.
- 3.10.3** If the breakdown activities are not attended to on emergency basis as per response time indicated in the Table-3, suitable deductions on proportionate basis will be made from contractor's bills and the Engineer-in-charge reserves the right to determine the amount in question.
- 3.10.4** Cleaning/Clearing of waste material/ debris etc. from the repair/work site will be the responsibility of the Contractor. Noncompliance of this will lead to imposition of a fine of Rs.500/-for each occasion on the contractor, which will be deducted from his bill.
- 3.10.5** Entire battery cost shall be recovered if any battery fails due to drying or low specific gravity of battery electrolyte or mishandling by the workmen. In such a case decision of Engineer-in-charge shall be final and binding.
- 3.10.6** In case of non-availability of sufficient consumables / tools/ instruments at site, contractor shall be given a time of 24 hours to arrange the same. If fail to do so, IUAC shall arrange the same on its own and recover expenditure from the Contractor along with 10% Departmental charges.
- 3.10.7** Safety shoes and uniform is mandatory and same shall be arranged by the contractor within 7 days of taking over of site. In case of failure to adhere the same, It may be arranged by IUAC and will be recovered from Contractor.

**3.11 SUPPLY OF MATERIAL:**

All required material shall be supplied by IUAC. However the contractor has to give list of minimum stock of essential items to be maintained by the Department at site. The contractor shall assist in the preparation of the spare parts list for various items required for day-to-day operation and maintenance work. The contractor shall provide his Supervisor with stock book so that all the material consumed in the maintenance gets recorded in with the Engineer-in-Charge.

- 3.11.1 Registers/log books:** Contractor at all times shall procure and maintain all required stationary items such as Substation Log book/ D.G. Set Log Books, complaint register etc required for which no extra cost will be paid.
- 3.11.2 Consumables:** Contractor at all times shall procure and maintain stock of consumable as per Table- 8.
- 3.11.3 Tools and tackels:** The contractor will provide all the necessary tools, equipments as per Table- 7.
- 3.11.4 Safety Shoes:** The contractor shall provide one pair of safety shoes of Liberty make Art NO. 7198-01(N), 2198-319/ BATA/ Action Make to each of the employee deployed at site including two pairs of socks. Any other equivalent make /model of shoe shall be got approved from IUAC before procurement of the same. They are deemed to be included in the contractors scope and to be quoted in item no -5 of annexure-IX.
- 3.11.5 Uniform:** The contractor shall provide two pairs of uniform to each of the employee deployed at site including winter jackets. The quality/ color of the fabric should be got approved from IUAC before procurement of the same. In the event of extension of the contract after first year, fresh pair of uniforms (2 Pair) to be provided to each employee deployed at site. They are deemed to be included in the contractors scope and to be quoted in item no -5 of annexure-IX.
- 3.12 SAFETY AND SECURITY RULES GOVERNING THE CONTRACTOR'S EMPLOYEES WORKING IN THE CENTRE'S PREMISES:**
- 3.12.1 Contractor shall take all necessary precautions and abide by relevant rules of safety including explosive rules and regulations and such other rules and regulations framed for working in industrial /office/residential setups. The contractor shall also take such other additional precautions and the Engineer-in-charge may direct resort to such other additional safety measures from time to time.
- 3.12.2 The contractor shall be responsible to enforce in his workforce strict discipline and safety consciousness required to be observed in official atmosphere and shall ensure that the work is carried out under constant supervision by competent supervisors who are adequately informed and experienced for handling the work in such an environment.
- 3.12.3 Without prejudice to the generality of the provisions under “Rules governing the Contractor's employees working in the Centre's premises” contractor shall take necessary precautions to ensure that no damage, whatsoever is caused to the existing things, facilities within the working area. In case contractor fails to adhere to this stipulation and if damage to the facilities results due to his manpower's negligence, the contractor shall be held responsible to compensate IUAC for such damage caused, as assessed by the Engineer-in-charge.
- 3.12.4 The contractor's employees working in the IUAC campus shall abide by the rules of IUAC. Any damage to the IUAC's property due to mishandling, carelessness etc. on the part of contractor or his workmen will be recoverable from the contractor's bills.
- 3.12.5 All the persons deployed by the contractor at IUAC will have to get the POLICE VARIFICATION done from competent authorities. The contractor has to submit the acknowledge slip of police verification for manpower.
- 3.12.6 All the persons deployed by the contractor at IUAC will have to carry valid gate-passes, which will be issued only after submission of their bio-data in desired format. Any negligence / offence on their part will attract immediate removal from site. It is mandatory for all the contractor's employees to wear badges with their Co's name embossed on the same and display it.
- 3.12.7 The contractor will provide all necessary tools, equipments, measuring instruments etc. (as per Table-7), needed for smooth operation and maintenance. Safe custody of all such items will be contractor's sole responsibility. No extra charges will be paid for the same.
- 3.12.8 Watch and Ward of all electrical installations till the system is taken back by IUAC shall be the sole responsibility of the contractor and pilferage if any shall be entirely to his account.

- 3.12.9 The maintenance work shall be carried out as per the norms set by the manufacturer of respective equipment, specification and specific instructions as may be issued by the IUAC's representative responsible for work from time to time.
- 3.12.10 During the execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machines and buildings. On non-adherence of this clause, suitable fines, as decided by the Director, IUAC shall be imposed.
- 3.12.11 Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works other than the O&M works on the campus.
- 3.12.12 No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the IUAC.
- 3.12.13 In case of any injury to Contractor's person at IUAC Campus, due to any reason, the Contractor shall be responsible for taking the person to the hospital/nursing home /dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same.
- 3.12.14 If any Contractor's person is found to be misbehaving or found to be negligent in the duties assigned to him IUAC reserves the right to seek his removal from IUAC with immediate effect and contractor shall have to provide suitable replacement within 24 hours.
- 3.12.13 Under no circumstances the contractor will be permitted to sublet his work to another contractor, while working at IUAC. Likewise the Contractors persons will not be permitted to undertake any private jobs in the IUAC Campus.

### **3.13 STATUTORY OBLIGATIONS**

- 3.13.1 The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the Delhi Administration from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by Labour Department of Delhi Govt. from time to time and the same shall be applicable with effect from the date of revision.
- 3.13.2 All statutory obligations under various laws as may be applicable to the contractor, labour from time to time will have to be met with by the contractor for which no extra payment shall be made to him at any time during the contractual period.
- 3.13.3 In case of labour unrest/ dispute arising out of non-implementation of any law, the responsibility shall solely lie with the contractor and he shall remove/resolve the same satisfactorily at his cost and risk.
- 3.13.4 **EPF & ESI:** Documents related to EPF and ESI of the manpower deployed at site by contractor should be furnished to IUAC. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. EPF/ ESI statement must be issued to individual workman at the end of financial year. Original ESI cards of employees should be shown to IUAC for verification.
- 3.13.5 **BONUS to manpower:** The Contractor has to disburse the bonus to its workers as per latest **Government of India Payment of Bonus Act** after getting the approval of IUAC. Reimbursement of the same will be done by IUAC as per actual after disbursement of the same. However all statutory payments shall be done as per IUAC NORMS.
- 3.13.6 On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc., Contractor has to sign the EPF settlement papers or the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen.
- 3.13.7 Notice showing rate of wages must be displayed at work place. Other register maintained by contractor as per Delhi contract labour regulations like muster role, register of wages, register of deduction, register of overtime, register of fines, register of advances etc. applicable to contractor.
- 3.14 SALES TAX ON WORKS CONTRACT:** Special attention is drawn to the recent regulation of imposition of the Sales tax on Composite works contract by certain State Governments. In case such Sales Tax is already in vogue, the offer of the

tenderer shall be deemed to be inclusive of such Sales Tax. The tenderer shall get their name Registered under Sales Tax Authority of the state Government concerned.

### **3.15 INSTRUCTIONS TO THE TENDERERS FOR FILLING SCHEDULE OF RATES:**

**Quote for round the clock Operation and Maintenance** of electrical installations is based on the total minimum charges required towards providing minimum manpower as per clause: 3.3 considering the present minimum wages as notified by Delhi Govt. w.e.f 23.10..2023 along with EPF & ESI.

The bidders have to fill the rates as per Annexure -IX serial no. 4 for charges towards stationary & consumables as per clause 3.11.1 & 3.11.2 of 'Special Conditions of Contract'. The rates in serial no. 5 shall be for charges towards tools & tackles along with safety shoes, uniform etc as per clause 3.11.3, 3.11.4 & 3.11.5 of Special Conditions of Contract.

**3.15.1 Minor Woks:** Separate work order shall be placed for additional minor works for which the rates are to be offered as per Annexure-IX.

**3.15.2 Additional manpower:** Contractor may have to supply additional manpower to carryout other IUAC works as and when required from time time. However separate work order for such requirement shall be placed. All such supply of manpower shall be paid as per prevailing minimum wages.

**3.15.3** Attention of all the bidders is drawn to the fact that this contract is technical in nature and is not a labour supply contract and therefore managing all the affairs of the electrical installations and the associated sub-systems in a responsible and dedicated manner will be entirely the responsibility of the bidder who is awarded the works. Contractor cannot take the plea of minimum manpower deployed at site and escape from the overall responsibility. If necessary, contractor has to depute additional manpower for preventive/breakdown maintenance activities from time to time for which nothing extra shall be paid by IUAC.

#### **4. ROUTINE OPERATION AND MAINTENANCE WORKS:**

- a.** The bidder is strongly advised to understand the criticality of the application and the importance of maintaining 100% uptime of the systems.
- b.** To operate and maintain 4.5 MVA capacity Substation-I, 1600 & 1000 kVA capacity substation-II & III with all the equipment's as detailed, round the clock throughout the year (365 days of the year).
- c.** To operate and maintain 3X750 kVA capacity AMF & PLC controlled DG sets as per the guidelines of the manufacturer to minimize the downtime and trouble-free operation of DG sets. Routine B-checks of Diesel engines as per manufacturers schedule shall be carried out by the manufacturers authorized service agencies and the same is not in the scope of this contract. However, the manpower support to the external authorized service agency during servicing shall be provided by bidder without any extra cost.
- d.** General inspection & cleaning of 2X50 kW solar power plant's solar panels every 15 days. Taking performance evaluation reading of solar power plants & attending day to day problems.
- e.** General cleaning & upkeep of 3x300 kVA, 3x200 kVA, 3x60 kVA UPS systems and associated batteries. All scheduled maintenance of UPS systems shall be carried out by the respective manufacturers through AMC contracts.
- f.** Check and maintain engine oil level, coolant level etc., before starting the operation every day and maintain daily logbook / log sheet, recording all performance of the DG sets.
- g.** Switching ON/OFF HT breakers/HT sources, transformers, LT feeders, Operation of DG sets, including checking and filling of diesel, distilled water in batteries etc., shall be routine work of the electrician manning substation.
- h.** To keep check, clean and maintain all HT panel, LT Panels, Distribution Boards, Battery chargers, AMF Panels as detailed in respective tables, round the clock throughout the year (365 days of the year).
- i.** Checking of charging current of power factor improvement capacitor will be carried out by contractor on monthly basis. Regular check on the power factor, capacitors and other components of the panel.

- j.** Every three months (by rotation) contractor has to provide internal cleaning of electrical panel with the help of blower, tighten the nuts and bolts in the panel and clean the ACBs.
- k.** Half yearly checks: cleaning and tightening of all bus bars in electrical panels, cleaning of all cables, nuts and bolts of HT & LT side of transformers are to be provided by contractor as preventive maintenance.
- l.** Daily repair & maintenance of lighting system, power distribution system, street lighting etc by replacement of defective/damaged components/parts/consumables.
- m.** Arrangement of shut down of feeders as and when required taking all due precaution and due permission of Engineer-in-charge, except in dire emergency when shutdown becomes unavoidable for safety reasons.
- n.** Providing temporary connections to construction/modification works and equipment's in IUAC as & when required.
- o.** Maintenance of entire distribution system as per the maintenance schedule/programme given by Engineer-in-charge. Preventive and predictive maintenance of contactors, push buttons, indicating lamps, fuses etc.
- p.** Preventive/predictive maintenance of PLC Synchronization panel/ AMF/Logic panel, battery, battery charger etc. of DB's inside buildings and from DB's to sub DB's. Repairing / replacing of ACB contact repairing / replacing of 3 ph, FSU, SFU switches (materials shall be provided by IUAC)
- q.** Attending to day-to-day problems of HT/LT/UPS/AMF/Control panels installed in the building and rectifying the same.
- r.** General maintenance of lights, fans, switches, sockets, meters, MCBs, MCCBs, DBs, and replacements of the same if required.
- s.** To attend cable/bus-bar faults and repairing/ replacement/rectification/testing of faulty cables/bus-bars/wiring system of building as and when required.
- t.** To keep check on over loading of the circuit and proper distribution of load. Proper upkeep of all distribution boards/systems.
- u.** To arrange inspection /testing/ Measurement earth resistance of earth pits during dry days and take necessary action on directions from Engineer-in-charge. To keep check on proper earthing of various systems including retreating earth pits such as watering etc.
- v.** Liaison with BSES Rajdhani Power Ltd. for restoring mains supply to IUAC and problems related to billing.
- w.** Recording and forwarding Energy meter reading of IUAC residents on 20th of every month to the IUAC Engineer.
- x.** Annual servicing of VCB, OCB, ACB, Relays & dehydration of Transformer Oil will be as per the procedure prescribed in Table-6. Order for these shall be placed and paid separately as per the rates quoted as per Annexure-IX (Schedule of prices for minor additional works).
- y.** Any other work assigned by IUAC within the scope of maintenance.

**Table - I**

**EQUIPMENT COVERED UNDER THE SCOPE OF WORK**

No	EQUIPMENT DETAILS	TYPE & MAKE	QTY.
1	Packaged type Sub Station of 1000 kVA capacity with RMU.	ABB	1 No.
2	Packaged type Sub Station of 1600 kVA capacity with RMU.	C&S	1 No.
3	H. T. Panel 11 KV VCB type Incomer Panel	VMX type VCB from ALSTOM	3 Nos.
4	H. T. Panel 11 KV VCB Incomer Panel	VMX type VCB from ABB	1 No.
5	H. T. Panel 11 KV OCB	KAD type OCB from GEC	7 Nos.
6	Transformers-(11 /0.433 KV)-1000 kVA	ONAN type outdoor from GEC	3 Nos.
7	Transformers-(11 /0.433 KV)-500 kVA	ONAN type outdoor from GEC	3 Nos.
8	1600 Amp ACB	M-PACT type English Electric	12 Nos
9	1250 Amp ACB	M-PACT type English Electric	10Nos
10	800 Amp ACB	M-PACT type English Electric	30Nos
11	D. G. Sets 750 kVA With PLC synchronization Panels	Cummins	3 Nos
12	Automatic Power Factor Panel of capacity up to 350 KVAR.		5 Nos.
13	Distribution Boards (cubicle type) with 32 A - 800 A TP MCCB's /TPN FSU		45 boards
14	Soft Starter Panel for 200 hp.		2 nos.
15	3X300 kVA UPS System	RIELLO AROS UPS	1 Set
16	3X200 kVA UPS System	RIELLO AROS UPS	1 Set.
17	3x60 kVA UPS System	Liebert	3 Sets.
18	3x60 kVA UPS System	Liebert	1 Set.
19	Servo voltage stabilizers 500 kVA, 1000 kVA		1no. each
20	4-way TPN MCB DB's - MDS Load star make		45 nos.
21	Wall mounted SFU's (TPN)- 32A-250 A		250nos.
22	Changeover Switches (TPN)-32 A-630 A		10 Nos.
23	Fluorescent fittings 1x40 watt, 2 x 40 watts, 4 x 20 watts, 1x28watt, 1x28watt, 3x14watt in Laboratory buildings & Utility Bldgs, Substation bldg.		2000 nos (Approx)
24	Metal Halide and HPMV High bay flood light fittings (in Beam Hall I & II)		20 Nos.
25	CFL/GLS Fittings 40 watts, 60 watts, 100 watts.		LOT
26	Armoured cables 3 1/2 C, 25 - 240 sq. mm PVC insulated; 3 1/2 C, 240-400 sq. mm XLPE insulated ; 4 C , 10 -16 sq. mm PVC insulated		LOT
27	Street Lighting 9.5 m ht. Pole -120 watt LED		22 Nos.
28	Street Lighting 7.5 m ht. Pole - 72 watt LED		22 Nos.
29	Street Lighting 3.0 mtr. Height. Post top lanterns, with 40/45 watt LED		200 Nos.
30	Earth Pits		100 Nos

**Table-2****LIST OF BUILDINGS COVERED IN THE SCOPE OF WORK**

<b><u>INDUSTRIAL/ OFFICE COMPLEX BUILDINGS</u></b>		
1. Main laboratory block building – 3 Story		
2. Utility building-I		
3. Utility building-II		
4. Utility building-III		
5. Sub station building		
6. Temp. sub station building		
7. Generator building		
8. Lhe plant building		
9. LEIBF and Mat. Science & LAB-II		
10. Old workshop building		
11. Engineering building		
12. 300+ Capacity Auditorium		
13. Cafeteria building		
<b><u>RESINDANTIAL COMPLEX</u></b>		
<b><u>TYPE OF QTRS.</u></b>	<b><u>BLOCK NAME</u></b>	<b><u>NO. OF FLATS</u></b>
Type –VI	Parijat Block	4
Type -V	Kalpataru Block	12
Type -IV	Kamdhenu Block	48
Type -III	Sumeru 1&2 Block	24
Type -II	Sumeru 3 Block	16
Type -II	Flatlet-II Block	12
<b><u>GUEST GHOUSES</u></b>		
<b><u>TYPE OF QTRS.</u></b>	<b><u>BLOCK NAME</u></b>	<b><u>NO. OF FLATS</u></b>
TYPE -VI	Nikunj Guest House	1
Type -II	Old Guest House (flatlet-I)	14
Type -II	New Guest House	26
Type -I	Hostel block single room	15

**Table-3**

**RESPONSE TIME**

Kindly note that a minimum of 99.99% uptime of the system has to be maintained by contractor. In case of lower performance standard, suitable deductions from the running bills will be made on a proportionate basis.

<b>S.No</b>		<b>Fault</b>	<b>Time</b>
1	<b><u>Lighting</u></b>		
		Ceiling fan/Exhaust fan	One week
		Street light fitting	1 day
		street light terminations repair	2 days
		housing fans/light fittings	Same day
		Complaint of Cleaning of canteen/ lab/	Same day
		Any other lighting complaints	Same day
2	<b><u>LT panels/DB/ HT Panel/ AMF panel/ DG set</u></b>		
		Indication lamps	Same day
		Repair / Replacement of switch	Same day
		Clearing of fault and restoring supply	Same day
		Replacing of Capacitors	Same day



**Table-4****MAINTENANCE SCHEDULE-SUB STATION EQUIPMENTS**

EQUIPMENT	DAILY	WEEKLY	MONTHLY
Transformers 3 X 500 kVA 4 X 1000 kVA 1 X 1600 kVA	<ul style="list-style-type: none"> <li>• Check oil leakage</li> <li>• Check oil level</li> <li>• Check silica gel colour</li> <li>• Check body temperature</li> <li>• Cleanliness of TR. &amp; Yard.</li> <li>• Check for over loading.</li> </ul>	<ul style="list-style-type: none"> <li>• Check &amp; replace/recharge silica gel.</li> <li>• Removal of vegetation from yard.</li> </ul>	<ul style="list-style-type: none"> <li>• Check &amp; tight earth connections.</li> <li>• Check for cable terminations on H.T &amp; L.T side.</li> <li>• Proper working of temperature indicator cum controller.</li> </ul>
H.T. Panel & L.T. Panel 1&2 & Change-over Panels	<ul style="list-style-type: none"> <li>• Check oil leakage in OCB.</li> <li>• Check for ACBs.</li> <li>• Check meters in panel.</li> <li>• Check for any spark.</li> <li>• Check contactors</li> <li>• Check heating of switches.</li> <li>• Check for O/L &amp; burning.</li> <li>• Check for low power factor.</li> <li>• Logging Sub Station data hourly</li> </ul>	<ul style="list-style-type: none"> <li>• Check &amp; replace Indicating lamps.</li> <li>• Check for space heaters.</li> <li>• Cleaning of the panels. Check</li> <li>• Sand buckets in yard.</li> <li>• Physical verification of Tools.</li> <li>• Check condition of the fire extinguisher</li> </ul>	<ul style="list-style-type: none"> <li>• Total blow up of L.T. Panel with air blower for dust.</li> <li>• Check Tightness of bus bars.</li> <li>• Check Tightness of cable terminations.</li> <li>• Check Tightness of connections of control &amp; protection circuit.</li> <li>• Check Earth connections to the panels.</li> </ul>
Battery charger & Batteries	<ul style="list-style-type: none"> <li>• Check for charging current</li> <li>• Check for Abnormal heating of components</li> <li>• Check Indicating lamps</li> <li>• Check Battery terminals</li> </ul>	<ul style="list-style-type: none"> <li>• Check &amp; Record Specific gravity of battery.</li> <li>• Topping up distilled water</li> <li>• Greasing of battery terminals</li> </ul>	<ul style="list-style-type: none"> <li>• Dusting of the panel from inside with air blower.</li> <li>• Check for proper Earth connection to the panel.</li> </ul>
D. G. Sets & AMF Panels 1 X 100 kVA 2 X 320 kVA 1 X 750 kVA	<ul style="list-style-type: none"> <li>• Check for oil leakage from Tank/Engine sump/ piping</li> <li>• Check water level in radiator</li> <li>• Check Lub oil level in Engine</li> <li>• Clean the engine with dry cloth.</li> <li>• Check for burning of wire in AMF panels &amp; battery.</li> <li>• Check for abnormal Heat/Noise.</li> <li>• Run engine for 5 minutes in case stands idle.</li> <li>• Logging all the reading in log book.</li> </ul>	<ul style="list-style-type: none"> <li>• Check for proper operation of AMF panels and take corrective measures.</li> <li>• Check engine mounting bolts</li> <li>• Check engine manifolds for exhaust leakage</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of Generator Sets.</li> <li>• Checking of Earthing connections.</li> <li>• Checking of Battery connections at D.G. end.</li> <li>• Checking holding coil.</li> <li>• Check for shock treatment chart.</li> <li>• Check for sand filled buckets.</li> <li>• Physical verification of Tools.</li> </ul>
Distribution Boards/Panels	<ul style="list-style-type: none"> <li>• Physical Inspection for any spark or heating.</li> <li>• Check for blowing of fuses</li> <li>• Check for any tripping of ACB/ MCCB/MCB.</li> <li>• Check for any damage to the cables</li> </ul>	<ul style="list-style-type: none"> <li>• Attending all major replacement like switches etc. in DB's.</li> <li>• Any modification if required to be done</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of DB's from inside by air blower.</li> <li>• Check on Earthing connections to the DB.</li> </ul>

Note: Wherever 'Check' appears above it shall mean check and if necessary do the repair / replacement and bring to the normal condition.

**Table-5**

**MAINTENANCE SCHEDULE FOR LIGHTING AND POWER**

**TO LABORATORY BUILDING / UTILITY BUILDINGS / WORKSHOP / HOSTEL / FLATLETS/ RESIDENTIAL BLOCKS/ GUEST HOUSES.**

AREA	DAILY/WEEKLY	MONTHLY
Seminar Hall/ Council/ Committee/ Corridors/ Reception & library	<ul style="list-style-type: none"><li>• Check on proper working of light fittings.</li><li>• Immediate action on replacement.</li></ul>	<ul style="list-style-type: none"><li>• Replacing diffusers/ grills if needed.</li></ul>
Laboratories/Beam Hall and all other academic building	<ul style="list-style-type: none"><li>• Attending complaints of lights.</li><li>• Attending complaints of Power.</li><li>• Shifting of light / Power Point.</li></ul>	<ul style="list-style-type: none"><li>• Replacing diffusers/ grills if needed.</li><li>• Providing additional light / power points tapping from existing points.</li></ul>
Outdoor Feeder Pillars	<ul style="list-style-type: none"><li>• Repair /replacement of fuses.</li><li>• Repair /replacement of cables/ terminations.</li></ul>	<ul style="list-style-type: none"><li>• Cleaning/ tightening of all the nuts &amp; bolts of bus bar and fuse base. etc.</li></ul>
Housing blocks	<ul style="list-style-type: none"><li>• Repair/ Replacement of all the material except tubes and bulbs.</li></ul>	<ul style="list-style-type: none"><li>• Replacing diffusers/ grills if needed.</li><li>• Cleaning of the switch boards</li></ul>
Hostels, guest houses & Canteen	<ul style="list-style-type: none"><li>• Repair/ Replacement of all the material including tubes and bulbs.</li><li>• Providing additional light / power points tapping from existing points.</li></ul>	<ul style="list-style-type: none"><li>• Cleaning of light fittings &amp; Ceiling fans/ Ex. fans.</li><li>• Cleaning of the Bus bar chamber &amp; energy meter box.</li><li>• Cleaning of the switch boards</li></ul>
Street lighting & Compound lighting	<ul style="list-style-type: none"><li>• Repair / replacement of lamps, chokes, igniters, starters and shades.</li></ul>	<ul style="list-style-type: none"><li>• Cleaning of light fitting and pole box.</li><li>• Tightening of all connections.</li></ul>

Note: 'Repair / Replacement' mentioned above shall deemed to include all below listed works as applicable.

**Table-6**

**SERVICING OF ACB, OCB, RELAYS AND TRANSFORMER OIL**

<b>VCB/OCB/ACB</b>	
<p>13. Dismantling the breaker.</p> <p>14. Cleaning of all the components, removal of Carbon deposition, dust particle and oily substances of lever mechanism, charging motor, gears and Arc chutes. With Diesel and Contacts with CRO2 / CTC.</p> <p>15. Changing of the damaged / rusted / defective components.</p> <p>16. Assembling the breaker.</p> <p>17. Tightening all the fasteners of the mechanism and back panel.</p> <p><b>Setting:</b></p> <ul style="list-style-type: none"><li>• Contact Gap Setting.</li><li>• Pull Rod setting.</li><li>• Trip prop setting.</li></ul>	<p><b>Measurement:</b></p> <ul style="list-style-type: none"><li>• Closing Coil resistance.</li><li>• Trip Coil resistance.</li><li>• Contact resistance.</li></ul> <p><b>Testing:</b></p> <ul style="list-style-type: none"><li>• Closing time.</li><li>• Tripping time.</li><li>• Spring charging time.</li></ul> <p><b>Lubrication:</b></p> <ul style="list-style-type: none"><li>• Lubricating the inner mechanism, rollers &amp; other linkages.</li><li>• Apply grease for slide rails, racking rollers &amp; earth knife.</li><li>• Apply Petroleum Jelly on Clusters</li></ul>
<b>Calibration of Protection Relays</b>	
<ul style="list-style-type: none"><li>• Dismantling of relay after shorting of CT's &amp; Cleaning of relay with CTC / CRO2.</li><li>• Measurement of Trip time at different current and time settings using Secondary Injection.</li><li>• Calibration and setting of relay as per actual load conditions.</li><li>• Assembling &amp; mounting of relay on the panel, Measurement of CT current.</li></ul>	
<b>Dehydration of Transformer oil:</b>	
<ul style="list-style-type: none"><li>• Dehydration of Transformer Oil Using Centrifuging Machine.</li><li>• Testing of Dielectric Strength before and after Dehydration.</li><li>• Dielectric Strength should not be less than 50 kV at 2-mm gap after Dehydration.</li></ul>	

**Table-7**

**LIST OF TOOLS, EQUIPMENTS, MEASURING INSTRUMENTS  
(MINIMUM QUANTITY AS MENTIONED SHALL BE MAINTAINED ALL TIME AT SITE )**

SL.NO.	ITEM DESCRIPTION	QUANTITY
1.	Ring Spanner	1 Set of 6
2.	Box Spanner	1 Set of 6
3.	Double Ended Fix Spanner	1 Set of 12
4.	Screw Driver Set (6" to 12")	2 Sets of 6
5.	Conduit Thread Cutting Set with Dies	1 set
6.	Adjustable Wrench	1 No.
7.	Hand Hammer 2 kg	1 No.
8.	Hand Hammer 500 Grams	1 No.
9.	Mallet Hammer 500 Grams	1 No.
10.	Hack Saw frame with blades	2 Nos.
11.	Drill Machine (12 mm)	1 No.
12.	Hammer Drill Machine (22 mm)	1 No.
13.	Safety Helmet	4 Nos.
14.	Rechargeable LED Torch	2 Nos.
15.	Multi Meter, Philips, MECO or Eqvt.	1 No.
16.	Tong tester (standard make) up to 300 amps	2 Nos.
17.	Test Lamp	2 Nos.
18.	Wire cutter/ stripper	2 Nos.
19.	Umbrella / rain coat-Big Size	2 Sets
20.	Electric blower for cleaning	1 No.
21.	Line Tester	1 No with each Electrician.
22.	Cutting Plier ( 8")	1 No with each Electrician.
23.	Feather dusters	2 Nos.
24.	11 kV hand gloves	1 set
25.	Grinder cum cutter	1 No.

**Table-8**

**LIST OF CONSUMABLES  
(MINIMUM STOCK TO BE MAINTAINED ALL TIME AT SITE)**

<b>SL.NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>
<b>1</b>	Battery water	10 ltrs (stock all the time)
<b>2</b>	Insulation tape	20 nos (stock all the time)
<b>3</b>	LED Indication lamps	20 nos. (stock all the time)
<b>4</b>	Cotton dhoti	20 nos. (stock all the time)
<b>5</b>	Hacksaw blades,	10 Nos.
<b>6</b>	Grinder cutter blades	10 Nos.
<b>7</b>	Concrete drilling bits	1 set from 6 – 18 mm in various sizes
<b>8</b>	Metal drilling bits,	2 sets from 2 – 12 mm in various sizes
<b>9</b>	CTC/CRC	3 bottles
<b>10</b>	Vaseline for ACB & Battery terminals,	2 packets of 200 gm
<b>11</b>	Log book, complaint book, all stationery like register, sheets, pen and pencil	Adequate quantity

**TENDER ACCEPTANCE LETTER**  
**(To be given on Bidders/ Company Letter Head)**

Date: \_\_\_\_\_

To  
The Director  
Inter-University Accelerator Centre  
Aruna Asaf Ali Marg  
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: ..... as per your advertisement, given in the above-mentioned website(s).
2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses Contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

This certificate shall be furnished duly signed & stamped with **Technical Bid**.

**Certificate/ Undertaking for site visit**

This is to certify that we have visited the site where .....  
**(Name of work)** have to be done in IUAC campus on ..... **(Date of visit)** and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

**(Signature of the Bidder, with Official Seal)**

**BID SECURING DECLARATION FORM  
TO BE SUBMITTED BY MSME ONLY ON COMPANY LETTER HEAD**

Tender/Bid No.:

Date:

To  
The Director  
Inter University Accelerator Centre (IUAC)  
New Delhi  
Dear Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that, according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the condition of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in IUAC for a period of two years from the date of opening of this bid if we breach our obligation under the tender conditions, if, we,

- withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity; or
- being notified within the bid validity of the acceptance of our bid by IUAC

(i) Fail or refuse to sign the contract, or (ii) failed or refused to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the tender documents.

We know that this Bid Securing Declaration shall expire if the contract is not awarded to us, upon:

1. receipt by us of your notification of cancellation of the entire tender process or rejection of all bids or of the name of successful bidder or
2. Forty-five days after the expiration of the bid validity or nay extension to it.

Signed:  
Name:

Dated on \_\_\_\_\_ day of

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



**(Undertaking to be given on Bidders/ Company Letter Head)**

- I / We (bidder) hereby give an undertaking that:
- I / We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.
- I/We do not have any dispute with any of the Govt. Departments/ Govt. Autonomous Bodies/Institutions, etc.
- I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/ Govt. Autonomous Bodies/ Institutions;
- I/We have not submitted any fake/forged certificates/ documents and later, if any such 'Certificates/Documents' found to be fake/ forged or contains willful wrong/incorrect information, suitable legal actions may be initiated against me/us/agency and the agencies / bidders shall be debarred from tendering with the Institute.
- I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC and the agencies / bidders shall be debarred from tendering with the Institute.

Seal and Signatures of the Authorized  
Person of the Agency

Place:

Date:

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**

**(On the Letter Head of the Bidder)**

No: \_\_\_\_\_

Date \_\_\_\_\_

To,

The Director IUAC

New Delhi

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that

we shall abide by the Code of Integrity for Public Procurement as in your Tender document and have no conflict of interest.

It is certified that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature

**(Name of the Authorized Signatory)**

**Company Seal**

**Certificate for Tenders involving procurement (On Bidder's letterhead)**

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

**Tenderer Signature and seal**

**PROFILE OF THE BIDDER (on Bidder's letterhead)**

1. Name of the Firm / Organization :
2. Postal Address :
3. Telephone No. / Mobile No. & Name of the Contact Person :
4. E-mail ID :
5. Month and Year of establishment :
6. Name of proprietor / partners/director :
7. No. of years of experience in this field, with Reference, Certificates :
8. Annual Turnover during the last three years (Enclose : copies of Audited Financial Statement/Certificate from CA)  
FY 2020-21  
FY 2021-22  
FY 2022-23
9. Whether the firm is an Income Tax Assessee? If so : please give the details of PAN No. (attach copy)
10. GST Registration No. (attach copy) :
11. Name of the OEM and address (if applicable) :

**Signature of the Bidder & Seal**

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR**

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>Page number at which document is placed</b>
1.	Covering letter on Company's Letter Head	
2.	Bio data of company (Company profile, organizational setup, credentials, list of plant, machinery & tools in his possession).	
3.	Copies of the audited balance sheet / turnover certificate of the past three financial years along with copies of ITRs	
4.	Copies of PAN no., GST Reg. no. (Self-attested)	
5.	Copies of work orders and completion certificates of similar type of civil works executed successfully during last 7 yrs.	
6.	Tender acceptance letter (as per annexure - I of tender document) on bidder's letter head	
7.	Undertaking for Site Visit has to be submitted as per Annexure – II	
8.	Bid Security Declaration for MSME as per Annexure – III	
9.	Undertaking On the Letter Head of the Bidder as per Annexure IV	
10.	Declaration for Code of Integrity and Conflict of Interest on the Letter Head of the Bidder) as per Annexure V	
11.	Declaration/Certificate for Tenders involving procurement as per Annexure VI	
12.	Copy of MSME/NSIC Registration Certificate (If any)	
13.	Copy of the receipt of EMD submission proof	
14.	Any other document asked (If any)	

**(Seal & Signatures of Contractor)**

**(Name and Address of the Bidder)**

**Telephone No**

**SCHEDULE OF RATES**

**NAME OF WORK:** Annual rate contract for electrical operation and maintenance (O&M) works at IUAC Campus, New Delhi  
(Year: Sep. 2024 - August 2025)

S. No.	Description of item	Qty.	Monthly Total (In Rs.)	Total Yearly Amount (Rs.)
1	Total monthly charges for the Round the Clock Operation and Maintenance of Electrical Installations as per the minimum manpower given below, based on minimum wages w.e.f. 23/10/2023 in GNCT Delhi. a) Site Engineer Cum Supervisor- 1 No. b) Electrician (Skilled category) - 8 Nos. c) Helper (Semi-skilled category) - 2 Nos.	12 Months	23082X1 = 23,082/- 21215X8 = 1,69,720/- 19,279X2 = 38,558/- <b>Total = 2,31,360/-</b>	27,76,320/-
2	Monthly charges towards EPF amount (13% on Rs. 15000x11=Rs.1,65,000/-) on wages.	12 Months	21,450/-	2,57,400/-
3	Monthly charges towards ESI amount (3.25%) for Semi-skilled workers.	12 Months	1253.14	15,038/-
4	Monthly Bonus amount as per eligibility in amended Bonus Act for Semi-skilled workers.	12 Months	267.66	3212/-
5	Monthly charges towards stationary & consumables as per clause no 3.11.1 & 3.11.2 of 'Special Conditions of Contract'.	12 Months		
6	Monthly charges towards tools and tackles, safety shoes, uniform etc. as per clause no 3.11.3, 3.11.4 and 3.11.5 of 'Special Conditions of Contract'.	12 Months		
7	Dehydration of Transformer oil as described in table-6.	9500 Ltrs.		
8	Servicing of Oil Circuit Breakers (GEC Make, 440-630A, 350MVA) as described in table-6.	7 Nos.		
9	Servicing of Vacuum Circuit Breakers (Alstom Make, 440-630A, 350MVA) as per manufacturers practice and described in table-6.	8 Nos.		
10	Servicing of Air Circuit Breakers (EE /ABB Make, 800-1600A range) as described in table-6.	50 Nos.		
11	Supply of EHV grade transformer oil conforming to IS:335	210 Ltrs.		
12	Testing & Calibration of O/C and E/F relays as described in table-6.	50 elements		
13	Testing of earth electrode for its earth resistance and submission of report.	100 Nos.		
14	Monthly amount of overhead and profit in Rupees confirming to DoE OM No.F.6/1/2023-PPD dated 06.01.2023. (Quote in % age not allowed).	12 Months		
	Total			

**Note:** Goods & Services Tax (GST) extra as applicable. Reimbursement of GST, EPF, ESI shall be subjected to submission of documentary evidence of depositing the same to Govt. department.

(Seal & Signature of Bidder)

