

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
PASHAN, PUNE-411 008

Tender No. IITM/EM/19/C/2012

e - TENDER NOTICE

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411 008 (India) invites sealed tenders (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers for the below work from electrical contractors having valid Electrical Contractor License.

Name of the work: Non-Comprehensive Annual Maintenance

Contract pertaining to sub-station And Electrical Installations at IITM

Tender documents can be downloaded from e-procurement web site <http://www.eprocure.gov.in> or from Institute's website <http://www.tropmet.res.in> and also can be obtained from the electrical wing of the Institute .The bidder has to submit the tender document fee of Rs.500=00 (Rupees five hundred only) in the form of DD drawn in favor of Director, IITM Pune.

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|--|--------------|----|-----------|
| Date of issue of tender documents | : 28/07/2012 | | |
| Pre-Bid Meeting | : 03/08/2012 | at | 11:00 Hrs |
| Last date of receipt of Tender at IITM, Pune | : 21/08/2012 | at | 12:30 Hrs |
| Opening of Tenders (Technical Bids only) | : 21/08/2012 | at | 15:00 Hrs |

The Institute reserves the right to reject any or all tenders without assigning any reasons thereof. For further details please visit our website www.tropmet.res.in and www.eprocure.gov.in .Corrigendum if any will be published on the above websites only.

Electrical Engineer
 For Director
 Email: jnanesh@tropmet.res.in

NOTICE INVITING TENDER FOR
Non-Comprehensive Annual Maintenance
Contract pertaining to sub-station And Electrical Installations at IITM
TWO COVER SYSTEM

Tender Notice No. : IITM/EM/19/C/2012

- 1) Director, Indian Institute of Tropical Meteorology, Pune, Invites bid for Non-Comprehensive Annual Maintenance Contract pertaining to sub-station And Electrical Installations at IITM under the Two Cover System from the contractors. Details of terms and conditions are as below.

| | |
|--|---|
| Name of Work | Non-Comprehensive Annual Maintenance Contract pertaining to sub-station And Electrical Installations at IITM |
| Period of Completion | 15 Days from the date of receipt of LOI |
| Cost of Tender Documents (Non – Refundable) | Rs. 500/- (Rupees five hundred only) by Demand Draft drawn from any Nationalized or Scheduled Banks in India payable at Pune in favor of Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, NCL post, Pashan Pune – 411008 .INDIA |
| Period of Issue of Tender Documents | 28/07/2012 to 21/08/2012 (Only during office hours) |
| Earnest Money Deposit (EMD) | Rs 30,000=00 (Rupees thirty thousand Only) by Demand Draft, drawn from any Nationalized or Scheduled Banks in India payable at Pune in favor of The Director, Indian Institute of tropical Metrology, NCL post, Pashan, Pune-411008 (or) By Irrevocable Bank Guarantee from any Nationalized or Scheduled Banks in India. |
| Pre-Bid Meeting | 03/08/2012 at 11:00hrs |
| Last date for submission of bids | Bids to be submitted on or before the mentioned time and date at “DISPATCH SECTION” Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, NCL post, Pashan Pune – 411008 .INDIA |
| Opening of Technical bid | 21/08/2012 at 15:00 Hrs |

2) The maintenance is of Non-comprehensive type. i.e. Maintenance charges as per BOQ to be quoted which **includes** skilled manpower as per requirement in clause 9 and which **excludes** faulty material cost. Faulty material replacement invoices has to be raise separately whenever they are replaced. Refer clause 9 and 11 for further terms and conditions on man-power and materials.

3) The bidder should be well established and must be a reputed Electrical Contractor having License for working as electrical contractor of **22 KV/11KV/415 Volts** substations issued by Maharashtra state/ state administration of the state in which the contractor is working.

4) The bidder should have annual turnover of minimum ten Lakhs in all kind of electrical AMC work during last three financial years ending on 31st march 2012.

5) Bidder must have completed at least three similar AMC contracts from previous 36 months prior to tender opening.

6) The bidder should produce Banker's solvency certificate or revenue solvency certificate of the value Rs 3 lakhs. Solvency certificate must have been obtained not earlier than 1st July 2011.

7) The bid is to be submitted in two sealed envelopes each duly superscribed with name of work and Tender No...**IITM/ EM/19/C/2012** 1st envelop shall contain the technical bid along with pre-qualification documents , EMD and tender fee document in requisite form and the 2nd envelop shall contain the financial bid only. The financial bids of only those bidders will be opened whose technical bid is found suitable by us. **The Date and Time of opening for Commercial Bid will be intimated only to pre-qualified and technically acceptable Tenderers.**

8) QUALIFICATION CRITERIA:

The following documents to be submitted in technical bid as per annexure # 3

- Copy of Documents showing Proof of Employment i.e. the tenderer shall have PF & ESI Registration nos.
- Proof of Experience of maintenance of substation/electrical installations from previous 36 months prior to tender opening.

- Current and valid Local Works Contract Tax Certificate and compulsory PAN No.
- The contractor must have valid Electrical Contractor License for working as electrical contractor of **22 KV/11KV/415 Volts** substations issued by Maharashtra state/ state administration of the state in which the contractor is working.
- Vendor must have completed at least three similar AMC contracts. Names of reputed organizations, satisfactory performance reports where AMC was carried out and the contact details should be given.
- List of jobs executed on maintenance of electrical substation upto 22KV and brief details of the units scope of work, names and address (postal mail) of clients.
- The bidder should produce Banker's solvency certificate or revenue solvency certificate of the value Rs 3 Lakhs. Solvency certificate must have been obtained not earlier than 1st July 2011.
- The bidder should produce proof of annual turnover of minimum ten Lakhs in all kind of electrical AMC work during last three financial years ending on 31st march 2012

9) Man power:

The contractor should depute electrician 24*7 i.e. 3 electricians in 3 shifts and and one supervisor in G-shift.

- 9.1 The electricians deputed by the contractor should possess wiremen competency certificate as per Qualification of workmen Indian Electricity rule 1956 (suitable for working upto 22KV/ 11KV/ 415 Volts installation).
- 9.2 The electricians should have minimum 3 years of experience in handling 22 KV/ 11KV/ 415 Volts installations and should be able to understand control and power circuits.
- 9.3 The Supervisor should possess the Electricity License issued by Electrical Inspector of Govt. authority/PWD (Electrical) Maharashtra, for system voltage upto 22KV.

- 9.4 The supervisor should have minimum 2 year experience in handling 22 KV/ 11KV/ 415 Volts installations and should be able to understand control and power circuits.
- 9.5 Supervisor should have minimum qualification of diploma in electrical engineering and should know the basics of computer knowledge and should easily understand the electrical drawings.
- 9.6 All necessary training to workmen to be given by contractor before deputing and they should know all control and power circuit of all HT and LT installations at IITM before deputing.
- 9.7 The successful bidder shall abide by all applicable statutory provisions in respect of workmen deployed by him to the satisfaction of the Central & State Government Authority. The contractor shall comply with the provisions of all statutes and amendment there off at their cost including payment of wages as per wage act.
- 9.8 The electrician and supervisor will work under supervision of electrical incharge and abide by all security rules and regulations of IITM. A penalty will be imposed for each shift of absence by dividing the value of AMC by 365 days. The deputed workmen should not be changed frequently so as to avoid disruption in service. Also if the deputed manpower is found unsuitable, contractor has to replace them immediately.

10) Safety:

- 10.1 It shall be the duty of the contractor to acquaint his staff with all safety regulations as proposed by any statutory authorities.
- 10.2 The contractor shall indemnify IITM against any violation of safety laws, rules and regulations while carrying out operations as required by the contract.
- 10.3 All liabilities, owing to injury/death due to negligence or miscommunication or during discharging regular work of the staff of the contractor, will be to the contractor and what so ever the work, in any case IITM will not be responsible for any liabilities of injury/death etc. It's the duty of contractor to guide the staff regarding safety measures.
- 10.4 All staff while working on electrical installation & infrastructure should use adequate safety/protection equipment such as
 - a) Electrical safety gloves.
 - a) Rubber shoes.

- b) Safety belt.
- c) Earthing discharge rod.
- d) Insulated line tester.

10.5 The workmen shall execute the work as per IS code of practice of relevant equipments and follow the IE rules 1956. The contractors staff has to follow the safety & procedures & practices in electrical works as per IS 5216 part 1 and 2.

11) Material:

- 11.1 The cost of any material required to be replaced should be reasonable and should be communicated to the Institute in case of faulty and should be replaced only after receiving verbal/written approval from electrical incharge. Payment of the material will be made within one month against invoice in duplicate.
- 11.2 All emergency required spares and consumables should be kept in IITM for emergency use.
- 11.3 The Contractor should maintain/promptly arrange the tools/tackles required for smooth execution of the work. An indicative list of tools/tackles is mentioned hereunder: -
1. Megger – 1000/5000 volts.
 2. Crimping tools.
 3. Ratchet set.
 4. Tool kit {D – Spanner, Ring Spanner (5-40 No's each) }.
 5. Pliers, tester & test lamps.
 6. Earth tester.
 7. Power meter.
 9. High voltage discharge rod.
 10. High voltage safety gloves.
 11. Torch, emergency light.
 12. Electrical screw driver set
 14. Hand gloves and safety belts.
 15. First aid kit

However any other tools felt necessary for execution of the work would also have to be arranged by the contractor.

12) Break-down and emergency works:

12.1 The sub-station, HPC and all other installations are critical and will be functioning round o'clock 365 days in a year on all holidays and Sundays. The contractor shall have to take care of exigencies that may be encountered promptly.

12.2 **It's the duty of contractor to provide 24*7 service and in the event of breakdown it's the duty of contractor/expert to reach the site at the earliest and should restore the system to normal working conditions ,failing to which a penalty will be imposed on the contractor.**

12.3 In case of any major failure like HT cable failure etc., IITM may ask the contractor to carry out repairs at a mutually agreed rate for which necessary services should be rendered by contractor promptly.

12.4 Apart from emergency breakdown visit the expert should visit monthly once and report if there is any abnormality in the system.

13) **Penalty Clause:**

Penalty shall be imposed due to delay in recovering the system to normal working conditions i.e. the system has to be restored to normal working condition within an hour failing to which, penalty of 1000/- for delay of every 1 hrs and maximum upto 10% of the total contract value.

14) **TERMINATION OF CONTRACT AGREEMENT:**

14.1 In case of repeated failures/unsatisfactory performance on part of contractor, it shall be open for IITM to give a notice to the contractor for replying for such failures/unsatisfactory performance within 10 days. If IITM is being not satisfied with the reply of the contractor, the contract can be terminated giving one month notice. In the event of such termination of the contract, IITM shall be entitled to forfeit the security deposit/ encash the performance guarantee.

14.2 In the event of unsatisfactory service or any failure at any time on the part of contractor to comply with the terms and provisions of this contract to the satisfaction of IITM (who shall be the sole judge and whose decision shall be final), it shall be open to IITM to terminate this contract by giving 30 days notice to the contractor. In the event of such termination of the contract, IITM shall be entitled to forfeit the performance guarantee.

14.3 Besides above, Director IITM will be at liberty to terminate the agreement at any time without assigning any reason and without being liable for any loss or damage which the contractor may suffer by reason of such termination, by giving the contractor 01 months prior notice in writing of its intention to terminate the agreement.

The contractor, however, shall have no right to terminate the agreement under any circumstances. If he discontinues the work before expiry of the agreement, IITM will be entitled to get the work done from any other agency and to encashment of the performance bank guarantee.

15) Performance Guarantee

- 15.1 Contractor has to submit performance bank guarantee amounting 5% of Contract value from any nationalized bank.
- 15.2 Performance Guarantee shall be released after satisfactory completion of the work and maintenance period is over.

16) Payment Terms:

- 16.1 No advance can be paid towards the maintenance charges.
- 16.2 Quarterly payment on completion of each quarter.

17) Duration of agreement:

The contract period is for one year only. However it may be extended annually for 2 more years subject to satisfactory service and suitable commercial terms offered by the firm.

18) The list of electrical equipments enclosed are only of major equipments and contractor has to quote after visiting the site and study the site installations. Any clarifications should be done before bidding regarding Equipment coverage and necessary requirements of IITM. At later stages if found denying of equipment coverage IITM will be at liberty to terminate the agreement as per clause 10.

Annexure -2

- The scope of work excludes quarterly/half yearly/yearly maintenance, relay calibration, oil filtration.
- Apart from emergency breakdown visit the expert should visit monthly once and report if there is any abnormality in the system.

List of major electrical equipments.

| Equipment | Details of equipments. | Location | Remarks |
|---|---|-------------------|---------|
| HT PANEL , 22KV, 630A ,Five Panel Board, Indoor type, Metal clad, Floor mounted, | <p>1)Incomer compartment (1 no.):VCB section containing draw out type VCB unit, rated volts- 22KV, rated amp 630A, 3 phase/50 cycles, STC 50KA for one second.</p> <p>2)Outgoing compartment (4 nos):VCB section containing draw out type VCB unit, rated volts- 22KV, rated amp 630A, phase/50 cycles, STC 50KA for one second.</p> | Substation | |
| 1600 KVA Transformers (02 nos.) | <p>MAKE: 1)VOLTAMP 2)MAHATI</p> <p>Voltage ratio :22KV/433V</p> <p>Capacity : 1600 KVA * 2</p> <p>Type: outdoor type (ONAN)</p> <p>Oil : 1556 Ltrs</p> <p>Vector Group : Dyn11</p> <p>current : HV side-41.98A,LV side - 2226A</p> <p>Termination :HV side-cable box, LV side -bus duct</p> | Substation | |

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| <p>Main LT PANEL , Make Zenith Engg</p> | <p>All ACBS, MCCBS, MCB are of Schneider Electric make.</p> <p>ACB's with microprocessor based O/C, S/C and E/F protection and other accessories.</p> <p>2500A ACB =4Nos. 2000A ACB= 2 Nos. 1250A ACB= 6 Nos. MCCB ,TP, 630A =4 Nos. MCCB ,TP, 400A =8 Nos. MCCB ,TP, 315A =1 Nos. MCCB ,TP, 250A =3 Nos. MCCB ,TP, 125A =2 Nos. MCCB ,TP, 63A =1 Nos.</p> | <p>Substation</p> | |
| <p>DG Set Synchronising Panel. Make :PowerTech.</p> | <p>All ACBS are of L & T make.</p> <p>2000A ACB =2Nos. 1000A ACB =4Nos.</p> | <p>Substation</p> | |
| <p>Capacitor Panel Make: (Claritas power system soln)</p> | <p>Capacity :600KVAR X 2 1250A Siemens ACB = 2 Nos.</p> | <p>Substation</p> | |
| <p>RTCC PANEL</p> | <p>TWO PANELS OF MAKE: 1)Voltamp 2)Mahati with rating KVA=1600;Voltage ratio:22KV/415V</p> | <p>Substation</p> | |
| <p>Substation Battery Bank</p> | <p>9 nos. of 12V Battery bank with 108V, 65 AH</p> | <p>Substation</p> | |
| <p>Old substation LT panel</p> | <p>Existing Panel: 1250A ACB= 2 Nos. MCCB ,TP, 630A =2 Nos. MCCB ,TP, 400A =5 Nos. MCCB ,TP, 250A =2 Nos. MCCB ,TP, 160A =1 Nos. MCCB ,TP, 125A =1 Nos.</p> <p>Office panel=630A I/G switch with o/g switches(old ICTP switches) OFFICE LIGTHING distribution boards=3 Nos.</p> | <p>Old substation</p> | |

| | | | |
|---|--|---------------------------------|--|
| <p>HPC AC LT PANELS</p> | <p>1)New AC panel: I/G 1250A ACB =2 NOS. O/G 630A MCCB =3 Nos. and 400A MCCB =2 NOS</p> <p>2) OLD AC PANEL: I/G 400A MCCB =2 NOS. AND O/G 250A MCCB =2 NOS. 160A MCCB =2 NOS. 125A MCCB=5 NOS. AND ATS= 250A 1 NOS.</p> <p>3) MAIN DISTRIBUTION BOARD PANEL: I/G 630A MCCB =1 NOS. AND O/G 400A MCCB =2 NOS. 160A MCCB =2 NOS. 125A MCCB=3 NOS.</p> <p>4)UNIFLAIR CHILLER MAIN PANEL:I/G 125 TP MCCB AND O/G 63A TP MCB</p> <p>5)Fire extinguish panel with 125A MCCB</p> | <p>HPC LT panel room</p> | |
| <p>CHILLER MOTOR DB</p> | <p>CHILLER PANEL =3 nos. I/G 630A TP MCCB=2 NOS and O/G of 160A TP MCCB =12 Nos. ATS 63A =1Nos.</p> <p>Chiller motor circulation starters=8nos.of 3HP starters with 20A TP MCB with contactor and overload relay</p> | <p>HPC Terrace</p> | |
| <p>PDU PANELS FOR HPC SERVER RACKS</p> | <p>PDU PANEL WITH MCCB ,TP, 250A =12 Nos.</p> <p>ALL OUTGING DISTRIBUTION 63A and 32A MCB'S TO SERVER RACKS</p> | <p>HPC Server room</p> | |
| <p>UPS ROOM</p> | <p>UPS I/G AND O/G PANEL MCCB ,TP, 400A =16 Nos. MCCB ,TP, 250A =16 Nos.</p> | <p>HPC UPS room</p> | |
| <p>Load break switches and RMU</p> | <p>3 load break switches and one RMU</p> | <p>Outside institute</p> | |

Annexure -3
Documents needed for technical evaluation.

Technical Evaluation will be done as per format below:

| Sl no | IITM specification | Party # 1 | Party # 2 | Party # 3 | Party # 4 |
|--------------|---|------------------|------------------|------------------|------------------|
| 1 | Whether the tenderer provided proof of PF & ESI Registration nos | | | | |
| 2 | Experience certificate of handling substation/electrical installations from previous 36 months prior to tender opening | | | | |
| 3 | Proof of Current and valid Local Works Contract Tax Certificate and PAN No. | | | | |
| 4 | Valid Electrical Contractor License for working as electrical contractor of 22 KV/11KV/415 Volts substations issued by Maharashtra state/ state administration of the state in which the contractor is working. | | | | |
| 5 | Vendor must have completed at least three similar AMC contracts. Names of reputed organizations, satisfactory performance reports where AMC was carried out and the contact details | | | | |
| 6 | List of number of employees in the firm whether provided | | | | |
| 7 | EMD,tender fee paid document | | | | |
| 8 | Proof of annual turnover of minimum ten Lakhs in all kind of electrical AMC work during last three financial years ending on 31 st march 2012 | | | | |
| 9 | Banker's solvency certificate or revenue solvency certificate of the value Rs 3 Lakhs. | | | | |
| 10 | Deviation from general conditions | | | | |

Annexure# 4**Commercial Bid****BILL OF QUANTITIES****NAME OF WORK: - Non-Comprehensive Annual Maintenance
Contract pertaining to sub-station And Electrical Installations at IITM**

NOTE: The Amount must include all cost and taxes. No extra charge or taxes will be paid thereafter.

| Sr No | Description | Unit | Rate/Year | Amount |
|-------|---|------|-----------|--------|
| 1 | Manpower(As specified in clause 5) | Job | | |
| 2 | Maintenance (as specified in clause 12) | Job | | |
| | Total cost including all Taxes 1+2 | | | |

For more details contact:

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