



भारतीय प्रौद्योगिकी संस्थान इंदौर  
*Indian Institute of Technology Indore*

*Estate  
Section*

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
SIMROL, KHANDWA ROAD, INDORE 453552  
www.iiti.ac.in



## **TENDER DOCUMENT**

FOR

**Non-Comprehensive Annual Operation & Maintenance Contract of 33/11 kV Main Receiving Substation, 4nos. of 11/0.433 kV Load Substations and 2 MVA, 11kV D.G. Set of IIT Indore.**

**Tender No. IITI/ES/Maint./E/MRS-O&M/NIT/2019-20/01**

Prepared By  
(JE/DE)

Checked By  
(SE/AE)

Verified By  
(AEE/DEE)

Approved By  
(Project in Charge)



## Index

**Name of Work: -**

**NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2MVA, 11 KV DG SET AT IIT INDORE.**

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Note: Certified that this NIT contains total of 100 (One Hundred ) pages.

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**NOTICE INVITING TENDER**

The Project in Charge IIT Indore on behalf of Director of IIT Indore invites item rate bids in two bid system for following work(s):-

**NIT No. :** IITI/ES/Maint./E/MRS-O&M/NIT/2019-20/01

**Name of Work:**

**NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA 11 KV DG SET AT IIT INDORE**

Estimated Composite Cost : ₹ 84,50,000 /-

Earnest Money: ₹ 1,70,000/-

Time of Completion: **One Year**

Date of availability of tender document for download from **05.10.2019** to **14.10.2019 (Till 17:00 hrs)** can be seen and downloaded from website <http://iiti.ac.in/tenders/tender>, free of cost and shall be submitted on line on website [www.tenderwizard.com/IIT](http://www.tenderwizard.com/IIT).

Pre-bid meeting is scheduled on **09.10.2019** at **11.00 AM**.

Date of submission of bids upto **05.00 PM** of **14.10.2019**.

Time and date of opening of eligibility bid: **15.10.2019** at **11.00 AM**

**Prepared By**  
(JE/DE)

**Checked By**  
(SE/AE)

**Verified By**  
(AEE/DEE)

**Approved By**  
(Project in Charge)



## SALIENT FEATURES OF TENDER DOCUMENTS

### Name of Work: -

NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2MVA, 11 KV DG SET AT IIT INDORE.

The tenderer is advised to read and examine the tender documents carefully. The tenderer is also advised to inspect and examine the site etc. and satisfy himself before submitting the tender. The tenderer may kindly note that this tender is being invited on item rate basis on GGC—2014, Form-8. Some salient highlights of the tender documents are:-

S.No	Description of Salient Features	For details Ref. to page / conditions No.
1	No conditional rebates / conditions shall be quoted by tenderers. The tenders of such tenderers, who shall quote any condition or / and conditional rebate, shall be summarily rejected.	Para 13 of CPWD-6
2	Time allowed for execution of work is for one year only. The security deposit will be refunded only after the satisfactory maintenance period of 12 months is over.	
3	The contractor(s) shall not be entitled to be paid any interim payment if the gross work to be done together with net payment / adjustment of advances for material collected.	



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**PART-I  
INFORMATION REGARDING ELIGIBILITY**



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**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR TENDERING  
FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE**

The Project in Charge, IIT Indore on behalf of Director, IIT Indore invites online item rate tenders from eligible firms / contractors of repute in two bid system for the following work:

Sl.		Name of work & Location	Estimated cost put to tender	Earnest Money	Period of Completion	Date & time of Pre-bid meeting	Last date & Time of submission /uploading of eligibility and financial bids and other	Time & date of opening of Eligibility bid
1	✓/Maint./E/MRS-O&M/NIT/2019-NIT No.	NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA, 11 KV DG SET AT IIT INDORE	Rs. 84,50,000/-	Rs. 1,70,000/-	One Year	October 9, 2019 at 11:00 AM	Upto 5.00 PM of October 14, 2019	At 11.00 AM of October 15, 2019

- Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
  - Should have satisfactorily completed the similar works in CPWD / MES / MPPWD / Central PSUs / IITs / IIMs / IISERs as mentioned below during the last five years ending previous day of last date of submission of bids.  
Three similar works each costing not less than Rs. 33.8 lakhs,  
or  
Two similar works each costing not less than Rs.50.7 lakhs  
or  
One similar work costing not less than Rs. 67.6 lakhs;

Eligible similar work shall mean works of  
**“INSTALLATION/COMMISSIONING/TESTING/OPERATION/MAINTENANCE OF  
MINIMUM 33/11 KV SUBSTATION AND DG SET ETC.”**

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The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of bids.

- (b) Should have an average annual financial turnover of Rs. 85lakhs during the last three years ending March 31, 2019.
  - (c) Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending March 31, 2019.
  - (d) Should have a solvency of Rs 60lakhs.
2. The intending bidder must read the terms and conditions of CPWD-6 and contractual conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required and submitted with technical bid.
  3. Information and Instructions for bidders posted on website shall form part of tender and bid document.
  4. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://iiti.ac.in/tenders/tender>, free of cost and shall be submitted online on website [www.tenderwizard.com/IIT](http://www.tenderwizard.com/IIT)
  5. The amount of EMD will be paid by online mode only.
  6. The tender can only be submitted after uploading the mandatory scanned documents as per list given.
  7. Date of availability of tender document for download from **05.10.2019** to **14.10.2019** (**Till 17:00hrs**) on website [www.tenderwizard.com/IIT](http://www.tenderwizard.com/IIT)
  8. (i) Copy of Certificate of Work experience, Certificate of Financial Turnover from Chartered Accountant, Bank Solvency Certificate and other documents mentioned above shall be submitted and all documents mentioned in **ELIGIBILITY BID DOCUMENTS** in the prescribed formats of Form 'A' to 'H' along with certified copies of supporting documents and letter of transmittal shall also be submitted. At the time of submission of bid contractor may submit 'Affidavit / Certificate from CA



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mentioning Financial Turnover of last 5 years or for the period as specified in the bid document and further details, if required shall be asked from the Contractor after opening of Eligibility bid documents. There is no need to upload entire voluminous balance sheet.

(ii) Bid documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents submitted are found in order.

9. The Eligibility bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the eligibility bid shall be communicated to them at a later date.

10. IIT Indore reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criteria.

**12. List of Documents to be submitted within the period of bid submission**

(i) Online deposited receipt against EMD.

(ii) Duly filled in Forms as provided in Section of Eligibility Bid Document accompanied with required documents duly authenticated / certified by authorities as mentioned in Section II of Eligibility Bid Document :-

(a) Certificate of Financial Turnover- (Form –A) At the time of submission of bid contractor may upload 'Affidavit / Certificate from CA mentioning Financial Turnover of last 5 years or for the period as specified in the bid document and further details, if required, shall be asked from the bidders after opening of Eligibility bids..

(b) Bank Solvency Certificate (Form – B)

(c) Details of eligible similar works (Form – C)

(d) Certificates of Work Experience (Form –D).

(e) Structure and organization of the firm /company (Form –E).

(f) List of Projects under execution or completed (Form-F).

(g) Details of Technical and Administrative Personnel Form-G

(h) Form-H

(iii) Certificate of Registration for GST and acknowledgement of up to date filed return.





- (iv) Signed copy of the Integrity Pact.  
(v) Any other document as specified in the press notice.

CPWD - 6

**Indian Institute of Technology Indore**

**Notice Inviting Tender**

1. Project in Charge IIT Indore on behalf of Director, IIT Indore invites item rate bids from eligible firms/contractors of repute in two bid systems for the work of **“NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA ,11 KV DG SET AT IIT INDORE.”**

- 1.1 The work is estimated to a composite cost of: ₹ **84,50,000** /- this estimate, however, is given merely as a rough guide.

- 1.1.1 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids.

~~For composite bid, besides indicating the combined estimated cost put to bid, should clearly indicate the estimated cost of each component separately. The eligibility of bidder will correspond to the combined estimated cost of different components put to bid.~~

- 1.2 Intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:-

**Criteria of eligibility for submission of bid documents:**

**1.2.1 Criteria of eligibility for CPWD class II & Non CPWD contractors (if tenders are also open to Non CPWD contractor).**

Three similar works each of value not less than ₹ **190** lakh or two similar work each of value not less than ₹ **240** lakh or one similar work of value not less than ₹ **370** lakh in last **7 years** ending last day of the month previous to the one in which the tenders are invited.

**Similar works means 'Building V DELETED framed structure'.**



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The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of tenders.

**Class II contractors of CPWD should be registered for Western Region / Rajasthan / Delhi.**

**1.2.2 Criteria of eligibility for contractors:**

Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

- (a) Should have satisfactorily completed the works as mentioned below during the last five years ending previous day of last date of submission of bids.
- Three similar works each costing not less than Rs. 33.8 lakhs,  
or  
Two similar works each costing not less than Rs.50.7 lakhs  
or  
One similar work costing not less than Rs. 67.6 lakhs;

Eligible similar work shall mean works of :

**“INSTALLATION/COMMISSIONING/TESTING/OPERATION/MAINTENANCE OF MINIMUM 33/11 KV SUBSTATION AND DG SET ETC.”**

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of bids.

- (b) Should have an average annual financial turnover of Rs. 85 lakhs during the last three years ending March 31, 2019.
- (c) Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending March 31, 2019.
- (d) Should have a solvency of Rs 60 lakhs.

**1.2.3** For CPWD class II/ Non CPWD contractors, as per the provisions of clause 1.2.1 above, it will be mandatory to upload the work experience certificate(s) and the affidavit as per the provisions of clause 1.2.2.

For such bids, Class-I contractors ~~shall~~ **DELETED** however eligible to submit the bids without submission of work experience certificate and affidavit. Therefore, CPWD class-I contractors shall upload two separate letters for experience certificate and affidavit to the effect that these documents are not required to be submitted by them. Uploading of these two letters is mandatory otherwise system will not clear mandatory fields.



**1.3 To become eligible for issue of bid, the bidder shall have to furnish an affidavit as under:-**

- I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in IIT Indore in future forever. Also, if such a violation comes to the notice of Department before date of start of work or at any stage of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee and terminate the contract.
- 2 Agreement shall be drawn with the successful bidder on prescribed Form No. CPWD 8 modified / amended upto last date of receipt of tender, Bidder shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
  3. The time allowed for carrying out the work will be one year from the date of start as defined in Schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
  4. The site for the work is available at IIT Indore
  5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents which can be seen on website of [www.iiti.ac.in/tenders/tender](http://www.iiti.ac.in/tenders/tender) or [www.tenderwizard.com/IIT](http://www.tenderwizard.com/IIT).
  6. *Earnest Money will be paid in the form of online mode only.*

The bid submitted shall be opened on **October 15, 2019 at 11:00 AM.**

- 9 **Copy of certificate of work experience, Certificate of financial turnover from Chartered Accountant, Bank Solvency Certificate and other documents mentioned shall be submitted within the period of bid submission and all documents mentioned in ELIGIBILITY BID DOCUMENTS in the prescribed formats of Form 'A' to 'H' along with certified copies of supporting documents and letter of transmittal shall also be submitted** At the time of submission of bid contractor must submit 'Affidavit / Certificate from CA mentioning Financial Turnover of last 5 years or for the period as specified in the bid document and further details, if required, shall be asked from the Contractor after opening of Eligibility bid documents.
10. The bid submitted shall become invalid and shall not be refunded if:
  - (i) The bidder is found ineligible.
  - (ii) The bidder does not deposit EMD receipt



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- (iii) The bidder does not submit all the documents (including service tax registration/VAT registration/Sales Tax registration) as stipulated in the bid document including the copy of receipt for deposition of EMD.
- (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
- (v) **If a tenderer quotes nil rates against each item in item rate tender ,the tender shall be treated as invalid and will not be considered as lowest tenderer.**
11. The contractor whose bid is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the bid amount within the period specified in Schedule F. This guarantee shall be in the form of Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F' including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The Earnest Money deposited along with bid shall be returned after receiving the aforesaid performance guarantee. **The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses / registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. if applicable and also ensure the compliance of aforesaid provisions by the sub contractors, if any engaged by the contractor for the said work and program chart (Time and progress) within the period specified in Schedule 'F'**
12. The description of the work is as follows:  
**The scope of works includes “NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 11/0.433 KV LOAD SUBSTATIONS AND 2MVA, 11 KV DG SET.”**

Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bids. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.



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Submission of a bid by a bidder implies that it has read this notice and all other contract documents and has made itself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to it by the Government and local conditions and other factors having a bearing on the execution of the work.

13. The competent authority on behalf of the Board of Governance of IIT Indore does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bid submitted by the contractors who resort to canvassing will be liable to rejection.
15. The competent authority on behalf of Board of Governance of IIT Indore reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to bid for works in the IIT Indore in which its near relative is posted as an Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive) responsible for award and execution of contracts. It shall also intimate the names of persons who are working with it in any capacity or are subsequently employed by it and who are near relatives to any Gazetted officer in the IIT Indore or in the Ministry of Human Resource Development.
17. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of its employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
18. The bid for the works shall remain open for acceptance for a period of **90 days (Ninety days)** from the date of opening of technical bid. If any bidder withdraws its bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, **then IIT Indore shall, without prejudice**



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**to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the re-bidding process of the work.**

- 18 The Eligibility bid shall be opened first on due date and time. The time and date of opening of financial bid of contractors qualifying the eligibility bid shall be communicated to technically qualified bidders only at a later date.
19. This Notice Inviting Bid shall form a part of the contract document. The successful bidder, on acceptance of its tender by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
- ~~a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.~~
  - ~~b) Standard C.P.W.D. Form 8 amended / modified upto last date (or other Standard C.P.W.D. Form as applicable) of receipt of bid.~~



## SECTION - I

### BRIEF PARTICULARS OF THE WORK

#### COMMERCIAL AND ADDITIONAL CONDITIONS

##### **GENERAL:**

This specification covers “NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 11/0.433 KV LOADED SUBSTATIONS AND 2 MVA, 11 KV DG SET.”

**Location:** The work is to be executed in the premises of IIT, Indore.

These conditions are intended to amplify the General Conditions of Contract, and shall be read in conjunction with the same. For any discrepancy between the General Conditions and these Special Conditions, the more stringent shall apply.

~~The Agency shall submit the detailed drawings in duplicate supplied with all components of work (civil, Architectural, structural, electrical & mechanical) within 05 days after award of work. The department will scrutinize the drawings and will be returned to the agency suggesting any alteration, deviation and modifications etc. The agency should submit 3 copies of the same to respective offices for final approval and distribution to various office concerned.~~

These additional specifications are to be read in conjunction with the specifications given in the tender. In case any item/ items or part thereof are not covered under these specifications, the same shall be carried out as per relevant part of the CPWD General Specification for Electrical Works Part-I Internal -2016, Part –II External -2005 amended upto dates, relevant electricity act BIS/IEC and as per direction of Engineer –in - Charge. These additional specifications are to be read in conjunction with above and in case of variations- specifications given in this additional conditions shall apply. However, nothing extra shall be paid on account of these additional specifications and conditions, as the same are to be read along with schedule of quantities for the work. In case of discrepancy among the specifications/conditions as mentioned above the





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precedence given in general condition of contract shall be followed.

The tendered should in his own interest visit the site and get familiarize with the site conditions before tendering.

No T&P shall be issued by the Department and nothing extra shall be paid on account of this.

**COMMERCIAL CONDITIONS:**

**Type of Contract:** The work to be awarded by this tender shall be treated as indivisible works contact.

**Submission and opening of Tenders:**

- (i) The tender shall be submitted through e-tendering online.
- (ii) The tenderers are advised not to be deviate from the technical specifications / items, commercial terms and conditions of NIT like terms of payment, guarantee, arbitration clause, escalation.

**The Eligibility documents will be uploaded electronically which shall be comprised of the following:**

- i) The EMD as per described in NIT.
- ii) Documents meeting eligibility criterion given in the “INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE”.

The price bid will be opened through e-tendering only, at the defined time and date of only those firms who are eligible.

Firms should clearly note that price bids with any condition including that of conditional rebates shall be rejected forthwith.

The department reserves the right to reject any or all the price bids and call for fresh prices /tenders as the case may be without assigning any reason.

**11. Payment**

Following payment terms shall be applicable.

Payment will be made in each month after satisfactory completion of services and on presentation of bill. No advance payment will be made. Income tax and all other



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statutory tax deduction at source as per the rules in force will be deducted from the bill and the amount so deducted will be credited to the Income tax authority and a certificate of the amount credit will be issued by the Account Section of Institute.

GST: - The amount of GST, if any, charged by the contractor from the Institute on account of the services rendered by him. The copy of challan of GST must be submitted by the contractor with next month bill.

Deduction of security deposit from above shall be governed by standard/ relevant clause of the CPWD 7/8.

For other items, the terms of payment will be decided by the Engineer- In-Charge and shall be binding on the contractor.

## **12. Termination for Insolvency**

The Department may at any time terminate the Contract by giving written notice to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Department.

## **13. Termination on account of willful misrepresentation**

The contract is liable to be terminated if at any stage it is found that the contract was obtained by willful miss-representation in terms of documents or undertakings by the contractor.

## **14. Settlement of Disputes**

If any dispute or difference of any kind whatsoever shall arise between the Department and the Contractor in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

14.1. If, after thirty (30) days the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Department or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.



- 14.2. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the contract.
- 14.3. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the GCC.
- 14.4. Notwithstanding any reference to arbitration herein,
- 14.4.1. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree

### **15. Limitation of liability**

Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6,

15.1.1. The Contractor shall not be liable to the Department, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Contractor to pay liquidated damages to the Department and

15.1.2. The aggregate liability of the Contractor to the Department, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

### **16. Governing language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in the same language.

**17. Applicable Law** The applicable laws shall be that of Union of India

### **18. Notices**

Any notices given by one party to the other pursuant to this Contract shall be sent to other party in writing or by E-mail, tele-fax, or facsimile and confirmed in writing to the other party's address as below:

**The Project In Charge**

**Sodium Building, First floor, Estate Division,**



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IIT Indore, Simrol, Khandwa Road, Indore

MP-453552

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## 19. Rates

The rate quoted by bidder, shall be firm and inclusive of all taxes (including GST etc.), duties and levies and all charges for packing, forwarding insurance, freight and delivery, installation, testing, commissioning etc. at site including temporary constructional storage, risks, overhead charges, general liabilities/obligation etc. A certificate of TDS shall be issued by the department to the contractor. The tendered rates must be inclusive of all such taxes.

### Taxes and Duties

- 19.1. ~~A foreign Contractor shall be entirely responsible for all taxes, stamp duties, license fees and other such levies imposed within and outside the Department's country.~~
- 19.2. A local Contractor shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted Goods to the Department.
- 19.3. Income Tax, GST, labour cess & other statutory deduction etc. shall be made at source as per the prevalent laws. The deductions of security deposit, income- Tax, etc. shall be done after calculation of the above due payments as per clauses and net payment shall be reduced accordingly.
- 19.4. Contractor will be entirely responsible for all taxes, stamp duties, license fees, etc and other such levies imposed outside India, custom duties, as well as for taxes and levies to be charged in connection with supplies made from India and services performed in India, and the Department shall pay all the customs duties and import taxes in consequence of the importation of the goods.
- 19.5. Contractors will be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc in connection with delivery of goods at site including incidental services and commissioning. Price bid submitted by the Contractor



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shall include all taxes in the contract price. No 'C' / 'D' form shall be issued by the Department

19.6. Income / Corporate Taxes in India:

19.6.1. The Contractor shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price bid by the Contractor shall include all such taxes in the contract price.

19.6.2. Wherever the laws and regulations require deduction of such taxes at the source of payment, the Department shall effect such deductions from the payment due to the Contractor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Department as per the laws and regulations in force. Nothing in the Contract, shall relieve the Contractor from his responsibility to pay any tax that may be levied in India on income and profits made by the Contractor in respect of this contract.

19.6.3. The Contractor's staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

19.6.4. CONTRACTOR INTEGRITY:

The Contractor is responsible for and obliged to conduct all contracted activities in accordance with the contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

**SECURITY DEPOSIT:**

Security Deposit shall be deducted from each running bill and the final bill to the extent of 2.5% of the gross amount payable subject to a maximum amount of 2.5% of the tendered value as per clause 17 of GCC. This is against successful completion of contract.

**PERFORMANCE GUARANTEE:**

The successful tenderer shall submit an irrevocable performance guarantee of 5% of the tendered amount in addition to other deposits mentioned elsewhere



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in the contract for his proper performance of the contract agreement within 10 days of issued of letter of acceptance of tender. This guarantee shall be in the form of Demand draft/Pay order or irrevocable bank guarantee bond of any scheduled bank or the State bank of India in the specified format or in the form of Government security, fixed deposit receipt pledged in favor of Executive Engineer or as specified in the letter of acceptance of tender. The performance guarantee shall be initially valid up to stipulated date of completion plus 60 day beyond. This bank guarantee shall be kept valid till the recording of completion certificate for the work by the competent authority.

**20. CONTRACTOR'S OBLIGATIONS:**

Unless otherwise mentioned in the tender documents, the following works shall be done by the contractor and therefore, their cost shall be deemed to be included in their tendered cost- whether specifically indicated in the schedule of work or not: -

- ~~i) Complete wiring.~~
- ii) Making good all damages caused to the structure during installation and restoring the same to their original finish.
- ~~iii) Minor building work necessary for installation of equipments, making opening in the wall/floors/slabs/tables or modifications in the existing openings wherever provided and restoring the same to their original condition/ finish and necessary grouting etc. as required. Opening in the slab/retaining walls/brick wall etc. shall be made by means of core cutting machines only.~~
- iv) Sealing of all floor slab/wall openings provided by the Department or made by the contractor for laying cables from fire safety points of view.
- ~~v) Suspenders, brackets and floor/wall supports for suspending/supporting cable tray, cables etc.~~
- vi) Removal & disposal of the all the malba/ debris occurs during the execution of work from the site.
- vii) The Contractor is obliged to work closely with the Departments staff, act within its own authority and abide by directives issued by the Department and implementation activities.
- viii) The Contractor will abide by the job safety measures prevalent in India and will free the Department from all demands or responsibilities arising from accidents or loss of life the cause of which is the Contractor's negligence. The Contractor will pay all indemnities arising from such incidents and will not hold the Department responsible or obligated.
- ix) The Contractor is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors. The Contractor will treat as confidential all data and information about the Department, obtained in the execution of his responsibilities, in strict



confidence and will not reveal such information to any other party without the prior written approval of the Department.

## **21. PATENT RIGHTS (Clause 6):**

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof in the Department's country, the Contractor shall act expeditiously to extinguish such claim. If the Contractor fails to comply and the Department is required to pay compensation to a third party resulting from such infringement, the Contractor shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Department will give notice to the Contractor of such claim, if it is made, without delay.

## **24. Safety Codes and Labour Regulations**

i) In respect of all labour employed directly or indirectly on the work for the performance of contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provision, B.I.S. recommendations, factory act, workman's compensation act, CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the tenderer liable for penalty for Rs. 2000/- for each violation. In addition the Engineer-in-charge shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.

ii) The contractor shall provide necessary barriers, signals and other safety measures while executing the installation or wherever necessary so as to avoid accident. He shall also indemnify CPWD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.

## **22. Power Supply**

22.1.1. The contractor shall not use the power supply for any other purpose than that for which it is intended for. ~~No major fabrication work shall be done at site. Power supply shall be used only for welding/ cutting works.~~ Power supply shall be disconnected in case of such defaults and the contractor shall then have to



arrange required power supply at his cost.

### **23. Water Supply**

The water supply shall be made available by the Department free of charge to the contractor.

### **24. Machinery for Erection**

All tools and tackles required for unloading/ handling of equipments and materials at site, their assembly, erection, testing and commissioning shall be the responsibility of the contractor.

### **25. Compliance with Regulations and Indian Standards:**

- i. All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following:
  - a. Factories Act.
  - b. Indian Electricity Rules.
  - c. B.I.S. & other standards as applicable.
  - d. Workmen's compensation Act.
  - e. Statutory norms prescribed by local bodies like CEA, Power Supply Co., etc.
- ii. Nothing in this specification shall be construed to relieve the successful tenderer of his responsibility for the design, manufacture and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and safety codes.
- iii. Successful tenderer shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labour employed on the work by the tenderer. Failure to provide such safety requirement would make the tenderer liable for penalty of **Rs. 2000** for each default. In addition, the department will be at liberty to make arrangement for the safety requirements at the cost of tenderer and recover the cost thereof from him.

### **36. Co-ordination with other Agencies**

The contractor during the execution of the works shall co-ordinate with other agencies associated work with the project and shall work in harmony with them without causing any hindrance or obstruction on the progress of work in any way.

### **37. Mobilization Advance:**





No mobilization advance shall be paid for this work.

**38. Insurance and Storage :**

All consignments are to be duly insured up to the destination from warehouse at the cost of the contractor. The insurance covers shall be valid till the equipment is handed over duly installed, tested and commissioned.

**39. VARIATION IN QUANTITY :**

Quantities shown against each item of work or supply are tentative which may vary on either side (plus or minus). The contractor should ensure from the Engineer-in-charge the actual quantity required/ to be used/ to be supplied before bringing the materials at site. In case the actual quantity of material required at the site is less than the stipulated quantity, the contractor cannot claim to supply entire quantity stipulated in the schedule of quantities of work as well as cannot demand for payment thereof. The contractor shall therefore, be very careful about the quantity of materials to be supplied /brought at site. The decision of the Engineer-in-charge in this regard shall be final and binding on the part of the contractor.

**40. Quality of Materials and Workmanship**

- i) The components of the installation shall be such design so as to satisfactorily function under all conditions of operation.
- ii) The entire work of manufacture/fabrication, assembly and installation shall conform to sound engineering practice.
- iii) All equipments and material to be used in work shall be manufactured in factories of good repute having excellent track record of quality manufacturing, performance and proper after sales service.
- iv) All equipments and materials to be used in the work shall be brand new having its date of manufacturing not more than 6 month old from the date of delivery at site with manufacturer's certificates, warrantee cards, technical catalogues, instructions, manuals and wiring diagrams etc.
- v) In order to ensure genuineness of equipments/materials, copy of invoice of each equipments/materials, custom clearance paper in case of imported materials duly authenticated by bidder shall be invariably produce to engineer-in-charge.

**41. Care of the Building**

Care shall be taken by the contractor during execution of the work to avoid damage to the building. Care shall also be taken by the contractor to avoid the damage to any of these existing service/service lines, any part of the building etc. If any damage is caused to any of the existing services/service lines, or any part of the building the same shall be repaired/rectified and made functional or restored so its original finish by the contractor immediately at his own expenses failing which





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the same shall be repaired/ rectified and made functional by department at the risk and cost of the contractor. The decision of the Engineer-in-charge in this regard shall be final & binding. He shall also remove all unwanted and waste materials arising out of the installation from the site of work from time to time.

**42. After Sales Services-**

~~The contractor shall ensure adequate and prompt after sales service free of cost during guarantee period, and against payment after guarantee period is over, in the form of maintenance, spares and personal as and when required during normal life span of the equipments and shall minimize the breakdown period. In case of equipment supplied by other manufacturers, the firm shall submit the guarantee from manufacturer for the same before the entire installation is taken over.~~

**43. Liaisoning and Co-operation with other agencies:**

The successful tenderer shall co-ordinate with other contractors and agencies engaged in the operation and maintenance of the building so as to make the execution of this works contract smooth. If any unreasonable hindrance is caused to other agencies / damage is caused to the existing installation resulting in loss of work or disruption in services during the course of work, such expenditure incurred upon restoration and loss of work shall be recovered from the successful tenderer. Water proofing of pits shall not be damaged under any circumstances.

**47.** All the debris due to the works shall be cleared every now and then and site shall be kept clean by the contractor at all times.

~~**48.** The electrical work shall be carried out according to the drawing & schedule supplied subject to change if any made by the Engineer in charge.~~

~~**49.** Termination of wiring inside the DBs and main board be with crimped copper lugs connection. All the stranded wires must be terminated to the boards/ MCB's etc. through suitable lugs by crimping for which no extra payment will be made.~~

~~**50.** Proper sleeving should be provided to the bare earth conductor in the switch boxes and also to the bare conductor used for inter switch looping inside the switch boxes for which no extra payment will be made.~~

~~**51.** All chases, holes, recess etc. for conduits and other allied work shall be done~~



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to the original finish as per requirement without any additional cost.

52. Bad - workman ship is liable to be rejected in total.
53. The contractor or his authorized representative will have to sign the site order book and comply with the remarks therein every now and then.
54. Contractor has to follow the local security/safety rules and regulations and such instructions on restricted hours of work as maybe imposed on him by the department / local authorities, while working in security/restricted zones, and no claim on account of the loss of labour/ idle labour will be entertained.
55. All repairs and patch works shall be neatly carried out to match with the original finish by the contractor to the entire satisfaction of the Engineer -in-Charge.
56. The agency has to obtain approval of the department/Engineer-in-Charge to the drawings & more subsequent changes, additions, deviations etc. as required.
57. No quantity deviation is permitted without written approval of the competent authority. Permissible deviation shall be sanctioned by the competent authority as per the agreement. Deviation beyond permissible limits shall be sanctioned by the competent authority as per the prevailing Local Market Rates only and the decision of the department is final and binding on the contractor.
58. The quantities given in schedule of work for all the items are tentative. The work shall be carried out as per actual requirement and as approved by the Engineer -in - Charge.
59. All statutory / Mandatory recoveries enforce and as notified by competent authority from time to time shall be recovered from the bills of the agency.
60. Contractor should submit completion plan and certificate along with final bill, failing which 2.5% of value of work, subject to a ceiling of Rs.15,000/- will be deducted from the bills or the final bill shall not be paid. Decision of Engineer-in-charge shall be final and binding in this regard. However, the completion plan is not necessary for maintenance contractors and this recovery condition shall not be applicable.
61. **The Contractor has to make his own arrangement for the safety of his workman. Department shall not be responsible in case of any accident taking place during the work.**



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62. All the staff engaged by the contractor shall be purely his liability and department in no way shall be responsible for any compensation for any of their acts/ accidents. In case any accident occurs during the execution of the work leading to injuries, damages to human being equipment and or loss of life, the contractor shall be fully responsible for setting all claims and indemnity the department against any claims arising out of such accident.

63. 2.5% of Bill Amount will be deducted as Security Deposit for Warrantee period of One year and which will be released after successful completion of warrantee period.

**LOCATION / SITE DETAILS**

- |   |                                  |
|---|----------------------------------|
| 1 Address of site                             | IIT Indore                       |
| 2 Location                                    | Simrol, Indore (Madhya Pradesh.) |
| 3 Ambient temperature                         | 42 °C max., 10 °C min,           |
| 4. Latitude - 22.52°N,<br>Longitude - 75.92°E |                                  |

**CONTRACTORS ARE ADVISED TO VISIT THE SITE BEFORE QUOTING THE RATES. OTHERWISE IT WILL BE ASSUMED THAT THE PARTY HAS ALREADY VISITED THE SITE BEFORE QUOTING THE TENDER. AN UNDERTAKING SHOULD BE FURNISHED IN ACCORDANCE WITH ANNEXURE ENCLOSED.**



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### INTEGRITY PACT

To,

Sub: NIT No. IITI/ES/Maint./E/MRS-O&M/NIT/2019-20/01 for the work of “**Non-Comprehensive Annual Operation & Maintenance Contract of 33/11 KV Main Receiving Substation, 4 Nos. of 11/0.433 KV Load Substations & 2 MVA, 11 KV DG set**”

Dear Sir,

It is here by declared that IIT Indore is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender / bid documents, failing which the tenderer / bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IIT Indore.

Yours faithfully,

Project In Charge



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To,  
The Project in Charge  
IIT Indore

**Sub:** Submission of Tender for the work of “**Non- Comprehensive Annual Operation & Maintenance Contract of 33/11 KV Main Receiving Substation, 4 Nos. of 11/0.433 KV Load Substations & 2 MVA, 11 KV DG set**”

Dear Sir,

I / We acknowledge that IIT Indore is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IIT Indore. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IIT Indore shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully



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(Duly authorized signatory of the Bidder)

**To be signed by the bidder and same signatory competent / authorised to sign the relevant contract on behalf of IIT Indore.**

**INTEGRITY AGREEMENT**

This Integrity Agreement is made at..... on this.....day of.....20

**BETWEEN**

Director IIT Indore through Project in Charge,.....,

(Name of Division)

IIT Indore ,....., (Hereinafter referred as the

(Address of Division)

'Principal / Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**AND**

(Name and Address of the Individual/firm/Company)

through.....(hereinafter referred to as the

(Details of duly authorized signatory)

“Bidder/Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

**Preamble**

Whereas the Principal/Owner has floated the Tender (NIT No. IITI/ES/maint./E/MRS-O&M/NIT/2019-20/01 (hereinafter referred to as “Tender/ Bid”) and intends to award, under laid down organizational procedure, contract for. “**Non- Comprehensive Annual Operation & Maintenance Contract of 33/11 KV Main Receiving Substation, 4 Nos. of 11/0.433 KV Load Substations & 2 MVA, 11 KV DG set**”

Here in after referred to as the “Contract”.

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).



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AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “**Integrity Pact**” or “**Pact**”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

**Article 1: Commitment of the Principal / Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Principal / Owner shall Endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal / Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.



**Article 2: Commitment of the Bidder (s) / Contractor (s)**

- 1) It is required that each Bidder / Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal / Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

The Bidder(s) / Contractor (s) will not enter with other Bidder (s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

- b) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s) / Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- c) The Bidder(s)/ Contractor(s) of foreign origin shall disclose the names and addresses of agents / representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the





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foreign principal or the foreign principal directly could bid in a tender but not both.

Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

- d) The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose (with each tender as per Performa enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract
- 3) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a willful misrepresentation or omission of facts or submission of fake / forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.**
- 5) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his / her reputation or property to influence their participation in the tendering process)

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal / Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder / Contractor accepts and undertakes to respect and uphold the Principal / Owner's absolute right:



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- 1) If the Bidder (s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate / determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal / Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**
- 2) **Forfeiture of EMD / Performance Guarantee / Security Deposit:**  
If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder / Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

**Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of



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business dealings/ holding listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

**Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.
- 2) The Principal / Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal / Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

**Article 6- Duration of the Pact**

~~This Pact begins when both the parties have legally signed it. It expires for the Contractor / Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIT Indore.~~

**Article 7- Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the **Head quarters of the Division** of the Principal / Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side



agreements have not been made.

- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement/ Pact or interpretation** there of shall not be subject to arbitration.

#### **Article 8- LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender / Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses

(For and on behalf of Principal/Owner)

(For and on behalf of Bidder/Contractor)

WITNESSES:

1. .... (Signature, name and address)

2. .... (Signature, name and address)



Place: -

Date: -

## SECTION – II

### INFORMATION & INSTRUCTIONS FOR BIDDERS.

#### 1.0 GENERAL

- 1.1 Letter of transmittal and forms for deciding eligibility are given in Section III.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as "not applicable". **The bidders are cautioned that not giving complete information called for in the bid forms or not giving it in clear terms or making any change in the prescribed forms may result in the bidder being summarily disqualified.**
- 1.3 The bidder should seal & sign each page.
- 1.4 Pages of the Eligibility Bid Document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Eligibility Bid Document unless it is called for by the Employer.

#### 2.0 DEFINITIONS

- 2.1 In this document following words and expressions have the meaning hereby assigned to them:
- 2.2 EMPLOYER: Means the IIT Indore, acting through the Director, IIT Indore



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2.3 BIDDER: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4 "Year" means "Financial Year" unless stated otherwise.

**3.0 METHOD OF APPLICATION**

3.1 If the bidder is an individual, the bid shall be signed by him above his full type written name and current address.

3.2 If the bidder is a proprietary firm, the bid shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.

3.3 If the bidder is a firm in partnership, the bid shall be signed by all the partners of the firm above their full type written names and current addresses or, alternatively, by a partner holding power of attorney for the firm. In the later case, a certified copy of the power of attorney should accompany the bid. In both cases, a certified copy of the partnership deed and current address of all the partners of the firm should accompany the bid.

3.4 If the bidder is a limited company or a corporation, the bid shall be signed by a duly authorized person holding power of attorney for signing the bid documents accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

**4.0 FINAL DECISION MAKING AUTHORITY**

The employer reserves the right to accept or reject any bid, to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

**5.0 PARTICULARS PROVISIONAL**

The particulars of the work given in Section-I are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

**6.0 SITE VISIT**

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings himself and collect all information that he considers necessary for proper assessment of the prospective assignment.

**7.0 INITIAL CRITERIA FOR ELIGIBILITY (~~Applicable for contractors other than CPWD enlisted contractors of appropriate class in composite category~~)**

7.1 The bidder should have satisfactorily completed the works as mentioned below during the last seven years ending previous day of last day of



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submission of Bids. For this purpose cost of work shall mean gross value of the completed work. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

Three similar works each costing not less than Rs. 33.8 lakhs,

or

Two similar works each costing not less than Rs.50.7 lakhs

or

One similar work costing not less than Rs. 67.6 lakhs;

Similar work shall mean

**“INSTALLATION/COMMISSIONING/TESTING/OPERATION/MAINTENANCE OF MINIMUM 33/11 KV SUBSTATION AND DG SET ETC.”**

The value of all above executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the last date of completion to previous month to the one in which tender was called.

- (i) **Joint ventures/ consortium and special purpose vehicles are Not eligible.**
- (ii) **Firms/Contractors whose contract is rescinded during the last seven years ending previous day of last date of submission of tender are not eligible.**
- (iii) **Firms/Contractors who are black listed and/or debarred are not eligible.**

- 7.2 The bidder should have had average annual financial turn over (gross) of Rs. 85 Lakh on **construction** works during the immediate last three consecutive years ending 31<sup>st</sup> March 2019, balance sheet duly audited by Chartered Accountant. **Year in which no turnover is shown would also be considered for working out the average.**
- 7.3 The bidder should not have incurred loss (profit after tax should be positive) in more than two years (out of which one year should be the latest year) during last five consecutive balance sheets ending 31.03.2019 duly certified and audited by the chartered accountant.
- 7.4 The bidder should have a solvency of Rs. 60 Lakh certified by his bankers.



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7.5 The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. ~~The bidder shall have to submit a list of these employees stating clearly how these would be involved in this work within 7 days of award of work.~~

**9.0 FINANCIAL INFORMATION**

Bidder should furnish the following financial information:

Annual financial statement for the last five years in (Form "A") and Solvency Certificate in (Form "B").

**10.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS.**

10.1 Bidder should furnish the following:

List of eligible similar nature of works successfully completed during the last five years in (Form "C").

**11.0 ORGANISATION INFORMATION**

Bidder is required to submit the information in respect of his organization in Forms "E"

**12.0 LETTER OF TRANSMITTAL**

The bidder should submit the letter of transmittal attached with the document.

**13.0 OPENING OF FINANCIAL BID**

After evaluation of applications, a list of short-listed agencies will be prepared. Thereafter, the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives. The bids shall remain valid for 90 days from the date of opening of eligibility bids.

**14.0 AWARD CRITERIA**

14.1 The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:

(b) Amend the scope and value of contract to the bidder.

(c) Reject any or all of the applications without assigning any reason.

14.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.





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**SECTION - III**  
**FORMS "A" TO "H"**  
**LETTER OF TRANSMITTAL**

**From:**

To

The Project in Charge,  
IIT Indore (MP).

**Name of work: - "Non- Comprehensive Annual Operation & Maintenance Contract of 33/11 KV Main Receiving Substation, 4 Nos. of 11/0.433 KV Load Substations & 2MVA, 11 KV DG set"**

Sir,

Having examined the details given in Press Notice and bid documents for the above work, I/ we hereby submit the relevant information.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I / we submit the requisite certified solvency certificate and authorize PIC, IIT Indore to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I / we also authorize PIC, IIT Indore to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

**Name of work**

**Certificate from**

- |    |       |       |
|----|-------|-------|
| 1. | ..... | ..... |
| 2. | ..... | ..... |
| 3. | ..... | ..... |

**CERTIFICATE:** It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/



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cancellation of enlistment in case any information furnished by me / us found to be incorrect.

Enclosures:-

Seal of bidder

Date of submission

SIGNATURE(S) OF BIDDER(S)

**FORM 'A'**

**FINANCIAL INFORMATION**

- I Financial Analysis - Details to be furnished duly supported by figures in balance sheet / profit & loss account (after tax) for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Financial Year	14-15	15-16	16-17	17-18	18-19
Gross Annual turnover on construction works					
Profit/Loss					

II.

Financial arrangements for carrying out the proposed work.

- III. Solvency Certificate from Bankers of bidders in the prescribed Form "B".

Signature of Chartered Accountant with Seal.

SIGNATURE OF BIDDER(S)



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**FORM 'B'**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s / Shri..... having marginally noted address, a customer of our bank are / is respectable and can be treated as good for any engagement upto a limit of Rs. .... (Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officer.

(Signature)  
For the Bank

Note (1) Bankers certificates should be on letter head of the Bank, addressed to tendering authority.

(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.



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**FORM 'C'**

DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE  
LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION  
OF TENDERS

S. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending/in progress with details*	Name and address / telephone	Number of officer to whom reference may be made	Whether the work was done on back to back basis — Yes/No
1	2	3	4	5	6	7	8	9	10	



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\*Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of bidder(s)

**FORM 'D'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS "C"**

- 1 . Name of work/project & location :
- 2 . Agreement no. :
- 3 . Estimated cost :
4. Tendered cost :
- 5 . Date of start :
- 6 . Date of completion  
(i) Stipulated date of completion :  
(ii) Actual date of completion :
- 7 (a) Whether case of levy of compensation  
for delay has been decided or not? : Yes / No
- (b) If decided, amount of compensation levied  
for delayed completion, if any. :



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8		
.	Performance Report	
(1		Outstanding/Very
)	Quality of work	: Good/Good/Poor
(2		Outstanding/Very
)	Financial soundness	: Good/Good/Poor
(3		Outstanding/Very
)	Technical Proficiency	: Good/Good/Poor
(4		Outstanding/Very
)	Resourcefulness	: Good/Good/Poor
(5		Outstanding/Very
)	General Behavior	: good/Good/Poor

Dated: \_\_\_\_\_ Executive Engineer or Equivalent

**FORM 'E'**

**STRUCTURE & ORGANISATION**

- 1 Name & address of the bidder
- 2 Telephone no./Telex no./Fax no.
- 3 Legal status of the bidder (attach copies of original document defining the legal status) :
  - i. An Individual
  - ii. A proprietary firm
  - iii. A firm in partnership
  - iv. A limited company or Corporation
- 4 Particulars of registration with various Government Bodies (attach attested photocopy)

Organization /Place of registration/Registration No.

- 1.
- 2.
- 3.



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- 5 Names and titles of Directors & Officers with designation to be concerned with this work.
- 6 Designation of individuals authorized to act for the organization
- 7 Has the bidder or any constituent partner in case of partnership firm, Limited Company /Joint Venture ever were convicted by the court of law? If so, give details.
- 8 In which field of E&M Engineering construction the tenderer has specialization and interest.
- 9 Any other information considered necessary but not included above.

Signature of bidder(s)

**FORM 'F'**

**List of the projects under execution or awarded**

S. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any and reason thereof.	Name and address / telephone	Number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9		10



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**Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.**

Signature of bidder(s)

**FORM "G"**

Details of technical & Administrative personnel to be employed for the work:

Sr. No.	Designation	Total number	Number available for this work	Name	Qualifications	Professional experience and details of work carried out	How this would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9





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Signature of Bidder(s)

**FORM “H”**

Name of work- Non-Comprehensive Annual Operation & Maintenance Contract of 33/11 kV Substation, 04 Nos. of 11/0.433 kV Load Sub-stations and 2 MVA,11 KV D.G. Set of IIT Indore.

1	Name of the Contractor/Agency	
2	Address & Contact number	
3	Name of person, who has signed the tender	
4	Details of EMD (Receipt/Acknowledgement) (copy should be attached)	YES/NO
5	Permanent Account Number (copy should be attached)	YES/NO
6	Sales Tax/TIN number (copy should be attached)	YES/NO
7	GST Registration number (copy should be attached)	YES/NO
9	EPF registration number (copy should be attached)	YES/NO
10	ESI registration number (copy should be attached)	YES/NO
11	Experience certificates related to operation and	YES/NO



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	maintenance of HT Substations during last seven years issued from clients as per tender. (copy should be attached)	
12	Copy of work orders related to operation and maintenance of HT sub-stations of on-going works at other sites. (copy should be attached)	YES/NO
13	A self certificate showing the track record of contracting firm/contractor on the company letter head. (copy should be attached)	YES/NO
14	List of testing equipments owned or certification of hiring the equipments with the list of firms with their consent letter. (copy should be attached)	YES/NO
15	List of technical & administrative employees with their C.V. (copy should be attached)	YES/NO
16	Copy of latest Income Tax Return. (Current three years) (copy should be attached)	YES/NO
17	Duly signed & stamped of complete downloaded tender document (copy should be attached)	YES/NO
18	Valid "A" Class Electrical Contractor license. (copy should be attached)	YES/NO



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**TENDER**

I/We have read and examined the notice inviting tender, schedule A,B,C,D,E & F, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for The Director, IIT Indore within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for Sixty (90) days from the due date of opening of eligibility bid and not to make any modification in its terms and conditions.

A sum of ₹ **1,70,000/-** is hereby forwarded in online mode or Fixed Deposit Receipts of a Scheduled Bank/ Demand Draft of a Scheduled Bank/ Bank Guarantee issued by a Scheduled Bank is scanned and uploaded (**strike out as the case may be**). If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said Director, IIT Indore or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Director, IIT Indore or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form. **Further, I/we agree that in case of forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.**

I/We undertake and confirm that eligible similar work(s) has / have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in IIT Indore in future forever. Also, if such a violation comes to the notice of Department before date of start of work, The Engineer – in – Charge shall be free to forfeit the entire amount of Earnest Money Deposited / Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to



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whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated #.....

Signature of

Contractor#

Postal Address#

Witness : #

Address: #

Occupation : #

**# To be filled in by the contractor/witness as applicable**



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**ACCEPTANCE**

The above tender (as modified vide letters mentioned hereunder) is accepted by me for and on behalf of the IIT Indore for a sum of ₹. \_\_\_\_\_

(Rupees \_\_\_\_\_)

The letters referred to below shall form part of this contract Agreement:-

- a)
- b)
- c)

For & on behalf of the IIT Indore.

Signature .....

Dated .....

Designation .....



## GENERAL CONDITIONS OF CONTRACT

### DEFINITIONS

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings hereby respectively assigned to them:

The CONTRACT shall mean the documents forming the tender and acceptance thereof together with the documents referred to therein including conditions, specifications, designs, drawings and instructions issued from time to time by the Engineer-in-Charge and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.

The WORKS OR WORK shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works, by virtue of the contract contracted, to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

The SITE shall mean the land/or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

The CONTRACTOR shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.

### **General Condition of Contract for CPWD works 2014 as amended up to CON/295 shall become parts & parcel of the tender documents**

The Board of Governors of IIT Indore shall mean its successors also. The Engineer In-charge shall mean the Superintending Engineer IIT Indore or his authorized representative.

The Institute shall mean the Indian Institute of Technology Indore or his nominee as notified

The Accepting Authority shall mean the Director, IIT Indore on the behalf of Board of Governors IIT Indore.

The Expected Risks shall mean risks due to riots (other than those on account of



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contractor's employees), war (whether declared or not) invasion, act of foreign enemies, hostilities, civil war, rebellion revolution, insurrection, military or usurped power, damages from aircraft, acts of God, such as earthquake, lightening and unprecedented floods, and other causes over which the contractor has no control and accepted as such by the Accepting Authority.

The Market Rate shall mean the rate as decided by the Engineer-in-Charge on the basis of the cost of material and labour at the site where the work is to be executed plus 15% cover all the overheads and profits.

The Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the tender document and the Standard Schedule of Rates of the Institute with the amendments there to issued up to the date of issue of notice inviting tenders.

The Tendered Amount shall mean the amount of the work as stipulated in the letter of award.

Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall, whenever required, include feminine gender and vice versa.

Headings to the General Conditions of Contract shall not be deemed to form part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.

The contractor shall be furnished, free of cost one certified copy of the contract except standard specifications, Schedule of Rates and such other printed and published documents, together with all the drawings as may be forming part of the contract. None of these documents shall be used for any purpose other than that of this contract.

### **WORKS TO BE CARRIED OUT**

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and in the full and entire execution and completion of the works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labour necessary in and for the execution and completion of the work as aforesaid in accordance with good practice and recognized principles.

### **SUFFICIENCY OF TENDER**



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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 and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all the matters and things necessary for the proper completion and maintenance of the works.

**DISCREPANCIES AND ADJUSTMENT OF ERRORS**

The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small-scale drawings and figured dimensions in preference to scale and special conditions in preference to General Conditions.

In the case of discrepancy between the Schedule of Quantities, the Specifications and/ or the Drawings, the following order of preference shall be observed:-

- Description of Schedule of Quantities. Particular
- Specification and Special Condition, if any.
- Drawings
- CPWD Specifications
- Indian Standard Specifications of BIS.

If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the contractor.

Any error in description, quantity or rate in the Schedule of Quantities or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the work comprised therein according to drawings and specifications or from any of his obligations under the contract.

**General Terms & Conditions**

1. The bidder should have own testing equipments for the proper and timely execution of the work and he should submit a list of these equipments. Else, he should certify that he would be able to manage the equipments by hiring etc. and submit the list of firms with their consent from whom he proposes to hire. The name of equipments, sl. no. of the equipment should be submitted.

2. The bidder should have sufficient no. of technical and administrative employees for the proper and timely execution of the work .The bidder should submit a list of these employees with their C.V. stating clearly how they would be involve in this work.





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3. The NIT can be seen on institute website: [www.iiti.ac.in](http://www.iiti.ac.in) and tender documents can be downloaded from tender wizard [www.tenderwizard.com/IITI](http://www.tenderwizard.com/IITI). All future Corrigendum/Corrigenda will be uploaded on institute website/tenders wizard.
4. An EMD of amount Rs. One Lakh Seventy Thousand shall be submitted online and receipt/acknowledgement should be enclosed with the application.
5. EMD of unsuccessful Bidders shall be returned after the award of the contract to successful bidder. EMD of successful Bidder shall be refunded after deposit of the Performance security deposit of 5% of total order value (format for performance security deposit will be provided to the successful bidder). No interest shall be paid on the EMD/security deposit/PBG. This EMD/ Security deposit/PBG shall be forfeited if he/they fails to comply with any of the conditions of the contract. Performance Guarantee/ security deposit would be returned after successful completion of the contract period.
6. This operation & maintenance contract will be valid for a period of one (01) year from the date of issue of work order/service order. However the contract may extend for next year on same terms and conditions if the contractors performance is found satisfactory. The performance would be evaluated by institute authorities before renewal of contract. Scope of work and cost of such extension may be mutually decided.
7. The tenders will be submitted online in **two-bid system**.
8. Before submitting the tender, please go through complete tender document and terms and conditions on which the work will be awarded and shall be executed by the successful tenderer.
9. Tenders submitted shall remain **valid for 90 days** from the date of opening for the purpose of acceptance and award of work.
10. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of ground working conditions of site and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such accounts shall be entertained by the Institute in any circumstances before or after award of tender.
11. The tender will be awarded to the bidder who will be qualified in technical evaluation and also quote lowest price (i.e. L1) in total cost.
12. In addition the successful contractor shall submit the documents showing the



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experience of the deputies for the awarded work.

13. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed/downloaded form of tenders. If any changes, additions, alterations, modifications are detected in the submitted bid even at a later date when contract has been awarded, the contract will be liable to be void. The decision of Director IIT Indore will be final & binding to the contractor in this regard.

14. The track record of the contracting firm/contractor should be clean and should not have any involvement in illegal activities or financial misappropriation / frauds etc. **A self-certificate on the company letter head shall be attached.**

15. The authorized person of the contracting firm/ contractor must put his signature on all the pages of the tender documents invariably in having accepted all the terms and conditions in respect of this tender work.

16. If the successful Bidder fails to accept the LOI (Letter of Intent), the EMD amount will be forfeited and the second lowest bidder in the list of selected agencies may be given the opportunity for the contract.

17. IITI reserves the right to accept or reject any or all tender bids without assigning any reasons whatsoever and his decision will be binding on all the parties.



## **Special conditions of the contract**

The following special instructions/ conditions are applicable to tenderer.

### **1. The tenderer shall supply the following information along with the tender:**

- Names and addresses of the clients whose similar works have been executed by the tenderer. IIT Indore reserves right to verify such credentials.
- Number of people proposed to be involved for this work with detailed site set up, their qualifications, responsibilities etc. This information would be used for tender evaluation and later on to assess contractor's progress with regard to adequacy of manpower.
- Copy of contractor's 'A' class electrical license (wherever applicable) issued by the electrical licensing authorities of Government of M.P. /Govt. of India.
- Any other information the tenderer feels necessary to make his offer complete, without changing or without having intent to modify / change any of the tender condition to be submitted in a separate sheet.
- Deviation/Any exclusion, deviation from specification shall be clearly spelt out and listed at one place in the offer only and tenderer shall substantiate the same with appropriate reasons. In absence of the same, it will be considered that tenderer has followed the specification fully in words and spirit.

### **2. Tools, tackles and consumables:**

- Testing equipments required for the work shall be in good condition (calibrated annually) and arranged by the contractor. The testing instruments shall be of sufficient capacity and quantity as per the site requirements. The instruments like insulation tester, earth tester, earthing rods, multi-meters, testing kits, thermometer etc. shall be required at site during day to day operation activities.
- The contractor shall be fully responsible for arranging the supply of regularly required tools & tackles, cable crimping tools, ladders etc. In addition to above, the personal protective equipments of proper rating (PPE) like helmets, safety belts, hand gloves, safety shoes, torch, ladder etc. for all working persons shall also be arranged.

The consumable items like appropriate lubricants, jelly, cotton waste, dungry cloth, emery paper, CRC & CTC and material required for regular housekeeping including detergents, phenyl, soap etc. shall be provided by the contractor.



### 3. Maintenance of records:

The contractor shall maintain all records such as log books, schedule of maintenance activity, complaint register, maintenance activity record, attendance register, work permit file, tags file, event register, test records for various tests conducted, material requisition book and other statutory registers for manpower employed etc. as per the Profarma certified/provided by IIT. Records of major breakdown occurred during the contract period shall be maintained separately indicating its cause, location and type of repairs carried out. These all records shall be handed over to IITI on time to time basis (minimum monthly basis). The cost of stationery required for maintenance of the above record shall be borne by the contractor.

The contractor shall also submit the following monthly records to IITI

- a. Following month's duty roaster.
- b. Actual duty roaster for the preceding month with approval of IITI's representative.
- c. Spares and consumables available with the contractor and spares and consumables required for next month operation/maintenance, if any.
- d. Action points pending from IITI side, if any.
- e. Materials consumed in the preceding month, if any.
- f. No. of faults occurred during the previous month & its action taken report.
- g. Information for refilling of the used/ outdated fire extinguishers, top up of transformer oil, etc.

**Note: Above mentioned documents should be submitted to IIT Indore in hard copy as well as in soft copy periodically as per contractual conditions.**

4. The contractor shall employ the required number of technical and non-technical manpower including relievers. During contract period, the contractor shall depute qualified, experienced and competent manpower as per the site set-up/staff requirement specified in the tender. During execution of maintenance activities, in case some additional manpower is required, contractor shall provide the same free of cost. For entry in institute, contractor shall submit the details of the employees i.e. Address proof, I.D. proof, photo etc. for gate pass of all deputies.
5. The contractor shall not be entitled for any additional payment during the tenure of the contract due to increase in cost of manpower or any. Breakdown/ emergency maintenance shall be carried out as and when required, irrespective of the shift of operation, in this regard no additional payment shall be made.



6. The price offered by the contractor shall include the charges for any minor maintenance, the details of which may not be explicitly available in the tender specification but it is essential for this work. This shall also include working of the operation team beyond general shift hours, if required.

**7. Faults, repairs and replacement:**

- In case of faults/repairs/damages, the contractor should immediately submit a detailed fault analysis report, the details of repair/rectification schedule. Fault finding, diagnosis of the fault and preparation of the fault analysis report including arrangement instruments, tools etc. are in the contractor's scope.
- On completion of replacement of spares but before energization of the system, the replacement shall be physically checked and tested. These checks and tests shall be conducted by the contractor under the supervision of its own engineers / IITI engineers and contractor shall furnish the final status and test results to IITI. Any defect observed during such check and tests shall be made good by the contractor free of cost within the contract completion period.
- Any damages caused by the contractor's staff to the spares provided by IITI shall be fully borne by the contractor. In this regard decision of IITI shall be final and binding to the contractor

**8. Housekeeping:**

The contractor shall maintain the installations (33kV MRS and other specified substations) clean and tidy inside as well as around the installations and substation buildings. This shall also include sweeping, mopping, cleaning of cobwebs, removal of scrap generated during contract period, etc. in the substations building and regular removal of wild vegetation from substations yard. All required materials for housekeeping like broom, cobweb broom, mop, bucket, soap, detergents, phenyl, etc. and tools for wild vegetation control shall be arranged by the contractor. No rags and waste etc. shall be thrown near the building. This shall be deposited in the scrap yard and dustbins provided nearby, as per the department instructions. Also furniture and fixture therein shall be maintained.

It is the responsibility of the contractor to hand over the entire system to IITI on completion of the contract period in working condition. The final handing



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9. Handing over / taking over will be done after joint inspection by IITI and contractor on the completion of contract period. The liability towards damage/ replacement shall be limited to 05% (Five percent) of the order value.

**10. Inspection:**

- Inspection will be carried out by IITI as and when required. The log book for all the MRS, Load Sub-stations and D.G. set shall be submitted to IIT Indore in hard copy and soft copy before submission of RA bill of every month for checking and certification.
- Periodic inspection by statutory bodies/ authorities will be under the scope of contractor. Contractor shall intimate IITI authority the schedule of such periodic inspection.

**11. Safety**

- Specifications and standards: The operation and maintenance shall be in conformity with relevant Indian Standard specification, National Electric codes, Indian Electricity Rules.
- The contractor, his agents, representatives, workmen etc. shall strictly observe the orders pertaining to fire/LV/HV/EHV (Electrical) precautions prevailing within the restricted areas/electrical substations etc.
- The contractor, his agents, representatives, workmen etc shall strictly adhere to the fire/electric shock precautionary measures while working near the explosive areas/HV/LV/Electrical substation areas. During such times, the workmen should be headed by their site supervisor as a precautionary measure. The regular team of the contractor shall be very well aware of fire fighting, Cardio-Pulmonary Resuscitation, first aid etc.
- While working at height, Personal Protective Equipments (PPE) like safety belts, helmet, ladder and scaffoldings etc. shall be used as per the recommended safety guidelines.

**12. Accident or injury to workmen:**

- IITI shall not be responsible for any injury or loss of any workers of the contractor that may take place while on work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or



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accident that may occur to any of his personnel working under this contract. He will not claim any compensation from IITI.

- In order to meet any type of emergency, a dedicated vehicle along with driver shall be made available by the contractor in IIT Indore.

**13. Site set-up/staff:**

- The contractor shall deploy the staff at IITI sites as per the given details. IITI reserves the right to take interview of the deputies to be involved for this work.
- One electrical engineer having B.E. Electrical and minimum 07 years experience or Diploma in Electrical with 10 years experience of attending operation, maintenance and trouble shooting of electrical sub-station (33 KV and above) and also possessing a valid electrical license/ electrical competence certificate has to be made available for operation and breakdown maintenance work in general shift and as & when required .The engineer's residence should be within 05 kms. area from the institute for the purpose of immediate availability in emergency.
- Technicians should be ITI passed and minimum 05 years experienced in operation, maintenance and trouble shooting of electrical sub-station (up-to 33 KV) possessing a valid electrical license/ electrical competence certificate holder.
- Helpers should be ITI passed or a valid electrical license/ electrical competence certificate holder and minimum of 03 years experienced. This will be deemed to be covered in the quoted cost. The engineer will be responsible and shall be supervising the system and other activities and record the findings in logbook.
- **Dedicated vehicle with driver shall be available at site during the general shift so as to inspect, operate and maintain all the sub-stations. Also at the time of break-down emergency at any time, the vehicle with driver shall be available.**
- Contractor team at site shall be in uniform (of the approved pattern) during the duty time which should be proper, clean and tidy.
- If any staffs employed by the agency are found absent, an amount at double the rate of min. fair wage applicable per shift shall be recovered from the contractor's bill.





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Shift	Site Engineers	Shift Technicians	Helpers
General	One	One (Maintenance)	One (Maintenance)
Shift-A	-	Four	One
Shift-B	-	Four	One
Shift-C	-	Four	One

#### 14. Theft of Parts:

Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/ staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor. Security/ Safety of all installations in all substations will be the responsibility of contractor.

#### 15. Materials, Consumables & Tools etc.:

For performance of contract, the Contractor will arrange all the materials/ consumables, tools & machines/ testing equipment's required for execution of said jobs ,which will be included in quoted rates. No extra payment for the same will be made by the Institute.

16. During the period of Non-comprehensive operation & maintenance contract, no extra payment what so ever towards replacement of parts or consumables etc. shall be entertained. It shall be included in rates quoted.

17. Rates quoted in the financial bid must be inclusive of all central, state and local taxes etc. including trade tax on works contract. Rate are also inclusive of payment to the Labour Department in accordance with the prevailing Labour law, including all statutory liability fixed by the Labour commissioner or any other law enforcement agency. Also, if new taxes are introduced, same also would be applicable.

18. All the statutory fees/ charges needs to be paid for functional/ operational of substations shall be paid to government bodies by contractor. IITI will reimburse the same after the submission of original receipt to IITI.





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Rates quoted in the financial bid must be include re-setting of relays by

19. secondary injection of current and tighten the screws, nuts/bolts, HT/LT Connections, HT cable gantry, rising mains, bus gantry etc. of entire 33/11kV electric substation , 04 nos. Load sub-stations and 11 KV D.G. set.
20. A minimum quantity of consumable/spares for breakdown maintenance may be kept at site to minimize time of maintenance. All consumable/spare parts shall be of same make & type as installed as far as possible or approved list of State PWD/CPWD.
21. Contractor shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under government order. All central, state, local laws & bye laws applicable will be observed by the contractor and IIT Indore will be kept indemnified of such payable by the contractor.
22. Daily attendance of the staff shall be maintained by the contractor and the contractor shall make it available to Engineer-in charge of IIT Indore for inspection as and when required.
23. Without taking prior approval from the Engineer-in -charge, no fittings/ materials will be removed for the purpose of repairs. It will be the contractor's responsibility to provide alternative services, temporary arrangements for such items removed during the period of repair.
24. Any unauthorised person (or visitor) shall not be allowed to come inside the campus without the approval of Engineer in charge and Security officer. Staff deployed at IIT Indore will get the temporary ID card and which shall be available with the concern at the time of duty. For the purpose of proper identification of the employees of the contractor deployed for the work, contractor shall issue identity cards bearing their photographs/ identification etc. and such employees shall display their identity cards at the time of duty.



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25. Engineer-in-charge, IIT Indore shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
26. For performing the assigned work, the contractor shall deploy medically and physically fit persons (Preferably below the age of 50). The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst properly trained electrician of high integrity and good conduct, and shall be conversant in the local language i.e. Hindi. In no circumstances, persons below 18 years of age should be employed.
27. The contractor shall further keep the IIT Indore indemnified against any loss to the IIT Indore property and assets. IIT Indore shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
28. The contractor shall ensure that the persons so deployed do not allow any property of the IIT Indore related to Equipment's to be taken out of the premises without a Gate Pass signed by the Engineer in-charge of the IIT Indore.
29. Saturdays / Sundays should be utilized primarily for the maintenance purposes, where shutdown is required, in consultation with & approval of the engineer-in-charge of IIT Indore.
30. In case, any staff not found up to the mark and not able to work properly or behave improperly, he will have to be changed as per the instruction of the Engineer in charge, IIT Indore.
31. **SUSPENSION** :- IIT Indore may by written notice of suspension to the contractor , suspend all payments to contractor hereunder if the contractor fails to perform any of its obligations under this contract, including the carrying out of the services provided that such notice of suspension (i) shall specify the nature of the failure and (ii)



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request the contractor to remedy such failure within the period not exceeding fifteen (15) days, after such notice of suspension.

**32. TERMINATION** :- Termination to the contractor may be given after the occurrence of any of the events specified below:

- a) If the contractor fails to remedy a failure in the performance of their obligations.
- b) If the contractor fails to comply with any final decision reached as a result of arbitration proceedings.
- c) If the IITI, in its sole discretion and for any reason whatsoever, decides to terminate this contract.
- d) If the contractor, in the judgement of the IITI has engaged in corrupt or fraudulent practices in executing the contract.
- e) In case the contract is terminated, the balance amount of fee if any, paid earlier (advance) shall be paid back by the contractor to IITI within thirty days of termination letter, failing which the same shall be recovered by encashing the existing performance bank guarantee /security deposit submitted by contractor.

**33.** The contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance of various equipments. Maintenance of the basic fire fighting systems like sand filled buckets, fire extinguishers shall also be deemed to be included in the contract.

**34.** The contractor/agency shall submit list of engineers/technicians & their working hours to be furnished and any change must be informed to the institute accordingly before the changes is affected.

**35.** Approval of the statutory bodies like CEA/ local bodies and shall be deemed to be included in the contract as soon as the present approval expires. The contractor shall notify IIT Indore in writing about such approvals to be taken and inform the compliance of the same. The fees paid to the CEA/ local bodies as per the challan will be reimbursed to the contractor by IIT Indore. The original challan and approvals shall be handed over to IIT Indore.

**36.** The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor.



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37. The contractor shall maintain a complaint/ fault register. As & when a complaint arises in respect of any electrical problem, the contractor's employee shall enter the complaint in register & ensure remedial action proactively & instantly.
38. The contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to IIT Indore and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/ regulations and/ or statutes that may be applicable to them. The contractor shall indemnify the Institute against all claims which may be made upon the Institute whether under the aforesaid statutes or any other statute in force during the currency of this contract.
39. Contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall arrange to provide reliever equally qualified in case of absence/leave/off etc. The contractor shall in all dealings with the persons in his employment have due regards to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director, IIT Indore, a sum as may be claimed by IIT Indore.
40. Contractor shall be deposit 5% of the contract value along with the acceptance of contract as performance security deposit (format for performance security deposit will be provided to the successful bidder) to IIT Indore and this will be refunded after the successful completion of the contract. The validity of the performance security deposit should be beyond 60 days of contract period.
41. Contractor shall keep the IIT Indore indemnified against all claims whatsoever in respect of the employees deployed by the contractor, in case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IIT Indore is



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made party and is supposed to contest the case, the IIT Indore will be reimbursed for the actual expenses incurred towards Counsel fee and other

42. Expenses, which shall be paid in advance by the contractor to IIT Indore on demand. Further, the contractor shall ensure that no financial or any other liability comes on IIT Indore in this respect of any nature whatsoever and shall keep IIT Indore indemnified in this respect.
43. No accommodation & transportation facility will be provided by the IIT Indore. However the sitting space, table, chairs, almirah, internet connection, telephone line etc. facility at only MRS building may be provided by IIT Indore after receiving the contractor request.
44. **PAYMENT:** - Payment will be made in each month after satisfactory completion of services and on presentation of bill. No advance payment will be made. Income tax and all other statutory tax deduction at source as per the rules in force will be deducted from the bill and the amount so deducted will be credited to the Income tax authority and a certificate of the amount credit will be issued by the Account Section of Institute.  
GST: - The amount of GST, if any, charged by the contractor from the Institute on account of the services rendered by him. The copy of challan of GST must be submitted by the contractor with next month bill.
45. Institute reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/ increasing the quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
46. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration by the Director, IIT Indore & his decision will be final and binding to the contractor.
47. The Arbitrator may give interim awards and/or directions, as may be required, Subject to the aforesaid provisions the Arbitrator & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
48. **JURISDICTION:** Disputes of any nature that may be arise in connection with the execution of this order shall be governed by the laws of India and subject to the jurisdiction of courts situated in Indore, India only.



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Place:

Name:

Signature

Date:

Annexure 'I'

**FORMAT OF RECEIPT OF DEPOSITION OF ORIGINAL EMD ALONG WITH NIT:-**

<b>Receipt of deposition of original EMD (Receipt No. .... / date.....)</b>
<b>Name of work: NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA,11 KV DG SET AT IIT INDORE.</b>
<b>1. NIT No. IITI/ES/Maint./MRS-O&amp;M/NIT/2019-20/01 2. Estimated Cost Rs. 84,50,000 3. Amount of Earnest money Deposit ₹ 1,70,000 /- 4. Last date of submission of bid October 14 ,2019 upto 5.00PM</b>
<b>1. Name of contractor..... 2. Form of EMD..... 3. Amount of Earnest Money Deposit..... 4. Date of submission of EMD.....</b>
<b>Signature, Name and Designation of EMD receiving officer (along with stamp)</b>



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**SCHEDULES**

**SCHEDULE 'A'**

Schedule of quantities (As per PWD-3) (Enclosed)

**SCHEDULE 'B'**

Schedule of materials to be issued to the contractor.

---

S.No. Description of item Quantity Place of Issue  
Rates in figures & words at which the  
material will be charged to the contractor

---

1 2 3 4 5

---

**SCHEDULE 'C'**

Tools and plants to be hired to the contractor

---

Sl. No. Description Hire charges per day  
Place of Issue

---

1 2 3 4

---

**NIL**



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**SCHEDULE 'D'**

Extra schedule for specific requirements/documents for the work, if any.

-----Nil-----

**SCHEDULE 'E'**

General Conditions of Contract for CPWD

1. Reference to General Conditions of contract Works, 2014 as amended upto CON/295

**Name of work:**

**NON-COMPREHENSIVE ANNUAL OPERATION AND MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA, 11 KV DG SET AT IIT INDORE.**

Estimated cost of work

**Cost : ₹ 84,50,000/-**

(i) Earnest money:

**₹1,70,000/- (To be returned after received performance guarantee)**

(ii) Performance guarantee:

5% of tendered value.

(iii) Security Deposit:

2.5% of tendered Value

**\* SCHEDULE 'F'**

**General Rules & Directions:**

Officer inviting tender -

**PIC, IIT Indore**

Maximum percentage for quantity of items of Work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3.

see below

Definitions:

2(v) Engineer-in-Charge

**PIC, IIT Indore**

2(viii) Accepting Authority

**Director, IIT Indore**

2(x) Percentage on cost of materials and





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- 2(xi) Labour to cover all overheads and profits. **15% (Fifteen per cent)**  
Standard schedule of Rates **Delhi Schedule of rate 2018**
- 9(ii) Standard CPWD contract Form CPWD Form **8** (Print edition -2014)  
as modified & corrected upto  
DG/CON/ 295

**Clause 1**

- (i) Time allowed for submission of  
Performance guarantee, program chart  
(Time & Progress) and applicable labour  
Licenses, registration with EPFO, ESIC and  
BOCW welfare board or proof of applying  
thereof: from the date of issue of letter of  
acceptance : 10 days
- (ii) Maximum allowable extension with late  
fee @ 0.10% per day of performance  
guarantee amount beyond  
the period as provided in (i) above : 1 to 15 days

**Clause 2** Authority for fixing **PIC, IIT Indore**  
Compensation under clause 2

**Clause 2A** Whether clause 2A shall be applicable **Yes**

**Clause 5** No. of days from the date of issue of letter of  
Acceptance for reckoning date of start 3 days or date of work  
whichever is earlier.

Time allowed for execution of work **1 (One) Year**

Authority to decide

- (i) Extension of Time Dean of Planning, IIT Indore
- (ii) Rescheduling of mile stones Dean of planning , IIT Indore
- (iii) Shifting of date of start in case of  
delay in handing over of site Dean of planning , IIT Indore

**Clause 6, 6A Clause** applicable **6 A**

**Clause 7A** Whether clause 7 A shall be applicable **No**



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**Clause10A** List of testing equipment to be provided by the Contractor at site lab. **See Page-82**

**Clause10B (ii)** Whether clause 10B (ii) shall be applicable **NA**

**Clause10C** Component of labour expressed as Percent of value of work **N.A.**

**Clause10CA** **NA**

Material covered under this clause	Nearest materials (Other than cement*, reinforcement bars and structural steel) for which All India Whole Sale Price Index is to be followed.	Base Price of all materials covered under clause 10 CA *	Period of base Price
	NA		

**Clause10CC** Clause 10CC to be applicable in contracts With stipulated period of completion exceeding the period shown in next column : **NA**

**Clause 11** Specifications to be followed for execution of work  
**CPWD general specification for electrical works, part 1 internal 2013, part 2 external 1994 part 3 2003 with correction slips upto date of receipt of tender.**

**Clause 12** Type of Work **Original Work**

**12.2 & 12.3** Deviation limit beyond which clauses 12.2 & 12.3 shall apply for building work (Other than foundation) **50%**

**12.6** (i) Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work **50%**

(ii) Deviation limit for items in earth work subhead of DSR or related items **100%**

**Clause 16** Competent Authority for deciding reduced rates **PIC, IIT Indore**

**Clause 18** List of mandatory machines, tools and plants to be deployed by the contractor at site. **See Scope of work**

**Clause 25** **For Total Claim above Rs. 25 Lakhs**



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Designation	Constitution of Dispute Redressal Committee (DRC)
Chairman	<b>Director IIT Indore will nominate the names</b>
Member	
Member	
Presenting Officer	Project In-Charge (IIT Indore).

**For Total Claim upto Rs. 25 Lakhs**

Designation	Constitution of Dispute Redressal Committee (DRC)
Chairman	<b>Director IIT Indore will nominate the names</b>
Member	
Member	
Presenting Officer	Project In-Charge (IIT Indore)

**Clause 31** Whether clause 31 shall be applicable **Yes**

**Clause 36(i)** "Requirement of Technical Representative(s) and Recovery Rate

SN	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical / Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of Clause 36(i)	
						Figures	Words
1	Graduate Engineer Or Diploma Engineer	Electrical	Project / Site Engineer	5-Years  OR  15 Years	ONE	Rs.25000/- PM.	Rupees Twenty Five Thousand Per Month each

"Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers."

Diploma holder with minimum 10 year relevant experience with a reputed construction co. can be treated at par with Graduate Engineers for the purpose of such deployment subject to the condition that such diploma holders should not exceed 50% of requirement of degree engineers.

**Clause 42** **Not applicable for the electrical works**



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**FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND**

1. In consideration of the President of India (hereinafter called "The Government") having offered to accept the terms and conditions of the proposed agreement between.....and.....  
.....  
(hereinafter called "the said contractors") for the work .....(hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs.....( Rupees.....only) as a security /guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement, we.....  
(indicate the name of the bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the Government an amount not exceeding Rs.....(Rupees.....only) on demand by the Government.
2. We .....(Indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractors. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....  
(Rupees.....only).
3. We, the said Bank further undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractors in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractors shall have no claim against us for making such payment.
4. We.....(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractors and accordingly discharges this guarantee.



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5. We .....(Indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractors from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractors and to for-bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractors or for any for-bearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effect of so relieving us.
  
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
  
7. We ..... (Indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
  
8. This guarantee shall be valid upto \_\_\_\_\_ Unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_ for \_\_\_\_\_ (Indicate the name of Bank).



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**PART -II**

**SCHEDULE OF WORK & TECHNICAL SPECIFICATIONS**

**Scope/Technical Specifications / Detailed description for schedule of works**



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**Name of work:** Non-Comprehensive Annual Operation & Maintenance Contract of 33/11 kV MRS, 4nos. of 11/0.433 kV load Substations and 2 MVA, 11kV D.G. set of IIT Indore.

**A. Introduction:** The scope of work includes round the clock Operation and Maintenance of the 33/11kV Main Receiving Substation (MRS), four numbers of 11/0.433kV Electrical substations and 2 MVA, 11kV D.G. set respectively at IIT Indore. The scope of work of this tender starts from the 6-pole structure at 33/11kV substation up to outgoing of different load substations i.e. upto L.T. panels of 433 volts (LT panels included).

**a. 33/11kV Main receiving substation (MRS):** Receives power from Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Limited (MPPKVCL) Indore with double feeder 33 KV overhead incoming line one from Memdi 132 KV Substation and the another one from Simrol 33 KV Substation. MRS comprises 6-pole structure for receiving 33kV supply, two 33/11kV; 6.3MVA ONAN Oil filled Power Transformers, 33 KV switch boards, , 11 kV switch boards, Battery banks, Dual FCBC battery charger with DCDB, HT/LT cables etc. MRS feeds electrical power to various electrical substations in the campus. A list of equipments for MRS installation is enclosed as Annexure-III. The contractor shall provide round the clock Operation & maintenance services at this substation.

**b. Other Electrical substations (11/0.433kV):** The installed capacity of these load substations varies from 630 kVA to 2500 kVA. 11 KV RMU panels include in these sub-stations. The contractor shall provide operation & maintenance services for the following load centre substations.

ESS-13	-	630 KVA
ESS-7A	-	2500 KVA
ESS-02	-	1600 KVA
ESS-05	-	2000 KVA (02 Nos.)

**c. 11 KV D.G. Set:** 2 MVA, 11kV DG set complete with fuel pumps, piping, HSD tank ,D.G. stack and 11 KV switchboards with controller & Synchronizing panels etc.



**B. Detailed scope of work for 33/11kV MRS:**

**1. Activities:**

- a. Operation, manning and maintenance on round the clock basis of the 33/11 kV MRS, 11/0.433 KV ESS-04 Nos.
- b. All Electrical items shall be maintained as per the maintenance schedule of various equipments at 33kV MRS.
- c. In addition to activities as per the maintenance schedule of equipments, general quarterly / half yearly / yearly maintenance shall also include tightening and cleaning activities, as feasible.
- d. Preventive maintenance shall be carried out as per the schedule given, during the year **by a specialist Engineer from OEM or authorized System house/Service partner of OEM** for relay calibration, CT of 11 & 33 kV, testing of 11KV , 33kV vacuum circuit breakers, transformers ,ACBs , OLTC (as applicable), Battery chargers, DG set, high velocity water spray system. This shall include the quarterly / half yearly /yearly activities as per the maintenance schedule. The obsolete equipments for which OEM and their authorized system house is not available, an experienced person can be deputed during preventive maintenance of particular equipment. The contractor shall submit the documents showing the experience of the deputies for similar equipments.
- e. The contractor person shall trace, inform and rectify the running breakdowns to keep the system healthy.
- f. On observation of the faulty response, if required, testing of the CT for ratio test, insulation resistance (IR) and all other test required for system shall be carried out.
- g. All the meters / equipments which will be used at site by contractor shall be calibrated, also shall be furnished to IIT I as & when required.
- h. Verification/testing of interlocks, as feasible. Verification/testing of control and protection scheme logic, as feasible.
- i. The scope of work also includes co-ordination with the MPPKVVCL from where the present power at 33kV is taken. If there is a deficiency in power supply from MPPKVVCL or there is a failure or breakdown in power etc. the contractor should ensure that the power is restored at the earliest possible time. Co-ordination activity will be deemed to be covered under the Price quoted by the contractor.





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- j. All the information of any event, incident, activity, planning, etc. shall be provide to IITI as per approved procedure.
- k. Care should be taken so that the system does not lead to major breakdown and in case the system goes into fault, it should be rectified within the shortest stipulated time period as under-

Sr.No.	Particulars	Specified Time Period	Penalty
1	Minor break down (fault in 11kV, VCB panels, breakers panels and switchyard accessories etc.)	4 hrs. (for restore supply)	Rs. 2000.00 per hour of delay
2	Major break down (fault in Transformers & 33kV Switchgears panels)	8 hrs. (for restore supply)	Rs. 5000.00 per hour of delay

- l. If the power supply to any 33/11/0.415kV substation suffers even for a day (24 hrs.), an amount equal to 10% of the monthly contracted amount per day (reckoned from the day of breakdown up to restoration) will be deducted from the monthly payment.
- m. If maintenance work is not carried out as per schedule, 5% of monthly rate of this contract will be deducted from the monthly bill.
- n. In case of short deployment of manpower as given in the contract, the Institute will make suitable deduction from the monthly bills.
- o. Scope of work also includes cutting of grasses near each substation under the battery limit.
- p. Checking & recommending of monthly electricity bills of IITI as per report generated by MPSEB.
- q. Log book should be maintained in hard copy as well as to be submitted in soft copy.
- r. Maintenance of surrounding buildings to be taken care by the deputed staff.

**2. Important points to be noted by the contractors:**

- a. Annually testing of the oil of main transformers (6.3MVA, 33/11kV) shall include physical tests, electrical tests, Dissolved Gas Analysis (DGA) as per relevant Indian standard (IS 1866 and IS 10593/9434). The contractor shall also make the arrangement for collection and sending the oil samples for all



- transformers. After testing of oils the reports shall be submitted to IIT Indore.
- b. Calibration reports of the instruments used at site for testing of the system shall be submitted along with the test reports.
  - c. Meter reading of MPPKVCL meter shall be carried out as per approved format. Also the area and path to that meter shall kept clean and accessible.
  - d. Daily housekeeping activities shall be carried out.

### **3. Schedule of activities for various equipments:**

During shift operation of the substation it is the duty of the available staff to monitor the installation and take safe remedial action that does not require disconnection of the apparatus.

A check should be made for the locks & doors in the substation are in good condition, no leaks have developed in the building roof, the ventilating systems are operating normally. The checks shall also be made for the prescribed safety aids are in place and in good condition, the earthing connection intactness, packing of the cables entering or leaving a cable trench or tunnel within the premises are intact, the equipment ventilating louvers clean, the access roads leading to the oil filled apparatus are unobstructed and maintain approach for the fire fighting. For any extra requirement (which is not in contract) the contractor shall inform the institute official well in time. The other important checks/observations to be made are as under.

#### **A. General checks/ observations:**

- (i) Cleanliness.
- (ii) Any sign of cracking and chipping of bushings/insulators, oil leakages and integrity of the other visible parts of switchyard and indoor equipments from safe distance.
- (iii) Temperature of critical equipments.
- (iv) Alarms & indications of indoor equipments.

#### **B. Mechanical checks/ observations:**

- (i) Indications of the operating circuits including associated system.
- (ii) Checking of foundation bolts, structure etc.
- (iii) Tightness of terminal connection, piping junctions and bolted joints.
- (iv) Health of corrosion protection treatment and take remedial action. This shall include touch ups/Marking and minor painting.



4. The bidder should submit the tools credential with the List of tools, tackles and instruments in possession for undertaking the substations AMC activities.

**Minimum Requirements:**

- ACB primary and Secondary Current injection testing kit.
- Relay Testing kit.
- Insulation Resistance Tester.
- Transformer test kit.
- Capacitance meter
- Mili ammeter for leakage current test
- Clamp Meter
- Thermal Image Camera
- Earth Tester

**Maintenance schedule of various equipments**

**1. At 33/11kV MRS**

**1.1. 33kV/11kV Switchgears**

<b>S. No.</b>	<b>Item of Maintenance</b>	<b>Periodicity</b>
1.	Recording of electrical parameters like Voltage, currents, frequency, power, KVA etc.	Each Shift
2.	Outside visual inspection	Each shift
3.	Outside cleaning	Weekly
6.	Operational tests	Yearly
7.	33/11 KV VCB Operation	Yearly
8.	Measurement of Contacts resistance.	Yearly
9.	Measurement of Contacts IR value	Yearly
10.	Servicing including Checking of adjustments, alignment, operation (electrical/manual) and lubrication of mechanism. This shall also include thorough cleaning, removal of old grease, dirt, measurement of switching time etc.	Yearly
11.	Visual inspection, thorough cleaning of all compartments of the panel, tightening of power and control circuits.	Yearly
12.	Checking of the earth connection	Yearly
13.	CT ratio & insulation resistance measurement	Yearly



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14.	PT ratio & insulation resistance measurement	Yearly
15.	Polarity of DC supply.	Yearly
16.	All applicable tests and calibration (by current injection of relay)	Yearly
17.	Cable Jointing	As and when required

**1.2. Power distribution transformers (6.3MVA):**

S. No.	Item of Maintenance	Periodicity
1.	Winding temp of power transformer	Each Shift
2.	Oil temperature	Each Shift
3.	Outside visual inspection including dehydrating breather	Each Shift
4.	Check for oil Level and oil leaks	Each Shift
5.	Checking of oil level in the oil seal of breather and top up if necessary.	Monthly.
6.	Measurement of Earth leakage current (at neutral grounding conductor)	Quarterly.
7.	Testing of transformer oil (including OLTC) for BDV.	Half Yearly.
8.	Measurement of earth resistance, checking of earth in system and rectification if required.	Half Yearly
9.	Cleaning of bushing and external surface of tank cooling pipes.	Half Yearly.
10.	Measurement of IR values.	Half Yearly.
11.	Physical tests, electrical tests, Dissolved Gas Analysis test of transformer oil, as specified	Yearly
12.	Checking of terminal loose connections if any and tightening the same.	Yearly / As and when required
13.	Servicing of the tap changer equipment. OLTC and RTCC	Yearly / As and when required
14.	Oil filtration	Yearly
15.	Reactivation or replacement of breathers silicagel	As and when required

**1.3 Battery & DC supply system:**



S. No.	Items of maintenance	Periodicity
1.	Outside visual inspection	Every shift
2.	Battery charger voltage / current reading	Every shift
3.	Ventilation and lighting system in battery room	Daily
4.	Intactness of containers	Daily
5.	Sulphation and buckling of plates	Daily
6.	Corrosion traces	Daily
7.	Cleaning of battery equipment	Monthly
8.	Visual inspection of electrical connections	Monthly
9.	Petroleum jelly application	Monthly
10.	DC distribution board terminal connections	Monthly
11.	Battery charger servicing	Yearly
12.	Boost charging	As and when required
13.	Checking earth connection	Yearly

#### 1.4. 6-Pole Structure

S. No.	Items of maintenance	Periodicity
1.	Outside visual inspection	Every shift
2.	Switch Yard cleaning	Weekly
3.	Isolator Operational check	Whenever required (Minimum Once in a month)
4.	Isolators maintenance	Yearly

#### 1.5. Earthing

S. No.	Items of maintenance	Periodicity
1.	Outside visual inspection	Every shift
2.	Physical Checks and Cleaning	Weekly
2.	Earth Resistance Value measurements	Half-Yearly

#### 1.6. Internal & External Trench (within substation area)

S. No.	Items of maintenance	Periodicity
1.	Physical Checks and Cleaning	Quarterly
2.	Rain Water drain	As Required



### 1.7. SCADA

S. No.	Items of maintenance	Periodicity
1.	Physical Checks and Cleaning	Weekly
2.	Schedule maintenance as required by OEM	

### 1.8. NGR Panel

S. No.	Items of maintenance	Periodicity
1.	Physical Checks and Cleaning	Weekly
2.	Schedule maintenance	Half Yearly

## 2. At other Load Centre Substations

### 2.1 11 kV Ring main unit

The maintenance mainly involves following jobs:

S. No.	Item of Maintenance	Periodicity
1.	Outside cleaning	weekly
2.	Check inside of the doors/covers for dust deposit, water ingress, contamination, pest etc. and clean thoroughly.	Yearly/ as & when required
3.	Measurement of insulation resistance (IR)	Yearly
4.	Check protector cap fitted on SF <sub>6</sub> filling valve	Yearly
5.	SF <sub>6</sub> gas indicator in 'Green' zone.	Yearly
6.	Proper earth connection	Yearly
7.	Check for operation & interlocks	Yearly
8.	Relay testing and calibration by current injection	Yearly
9.	Checks for correct setting of protective device and prepare record	Yearly
10.	Check external labels, fixings and cables connections etc.	Yearly

Testing Kits and other accessories required for testing & calibration shall be arranged by the contractor.

- 2.2 **Distribution transformers:** Transformers (as per the list of equipments) at substations have been installed to feed the various loads of that area.



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S. No.	Item of Maintenance	Periodicity
1.	Winding temp of power transformer	Daily
2.	Recording of electrical parameters like voltage, current, KVA etc.	Daily
3.	Recording of neutral currents and load balancing in The three phases, if feasible.	As and when required
4.	Measurement of earth resistance, checking of earthing system continuity, healthiness and rectification if required.	Half Yearly
5.	Measurement of IR values.	Yearly.
6.	Thorough cleaning for dust, dirt and moisture etc. The cast coils (HT & LT) shall be cleaned by hot air blower.	Yearly.
7.	Checking of terminal loose connections if any and tightening the same, foundation health.	Yearly



### 2.3 L.T. TTA Isolator, Main Normal Panel, Emergency Panel & External MDB :

The LT panels are being fed by the distribution transformers and distributing power to various loads of that area. LT TTA are having Incoming & Outgoing Air Circuit Breakers (ACBs), Main panel & Emergency panel are having Outgoing MCCBs, control and protection devices, Control Transformers, control wiring, Busbars, panel heaters, enunciators and measuring instruments (including multifunctional meters), and instrument transformers etc. The periodic maintenance activities shall be as given below:

S. No.	Item of maintenance	Periodicity
1.	Outside cleaning of panels	weekly
2.	Checking healthiness of contacts (auxiliary & main) surface, mounting of contacts spring.	Yearly/as and when required
3.	Checking healthiness of control relays, contactors, wiring, fuses and isolating contacts/jaws, meters etc	Yearly
4.	Operational Checks	Yearly
5.	Arc chutes- inspection & maintenance for dust, dirt, foreign material, flow or cracks and take remedial action, if required.	Yearly/as and when required
6.	Servicing of ACBs and MCCB including checking of mechanism for operation (electrical/manual), adjustment, alignment	Yearly

**2.4 L.T. Bus duct:** The substation is provided with LT air insulated/ sandwich bus ducts for power transfer between transformers and Panels. The health of bus duct is to be regularly monitored and maintained periodically as given below.

S. No.	Item maintenance	Periodicity
1.	IR value	Yearly
2.	Checking of gaskets, seals for cracks & damages, expansion rubber bellow etc.	Yearly
3.	Cleaning (for dust & dirt, ingress of water) and checking gaps of bus bars at flanges	Yearly
4.	Minor paint touch ups, if required	Yearly





**2.5 Automatic Power Factor Correction Panel (APFC):** APFC panel having ACB, MCCB/MCB and contactor control for power factor improvement has been provided at some of the load centre substations. The schedule of maintenance activities shall be as under:

S. No.	Item maintenance	Periodicity
1.	Physical checks, outside cleaning	weekly
2.	V, I, KVAR & temp monitoring	daily
3.	Operational checks of switch gears	Half yearly
4.	Healthiness of capacitors & capacitor current measurement	Quarterly
5.	Thorough Cleaning, tightness, etc.	Yearly

### **3. 2 MVA,11KV D.G.Set :**

#### **3.4. Work to be done on daily basis:**

1. Specific gravity, water level and voltage of batteries.
2. Cleaning of battery terminal, if required
3. Running of DG sets at least for 10 minutes every day in winter/rainy season
4. Checking of oil level in day tank
5. Physical inspection of DG set & AMF panel
6. Lube oil level in the DG set.
7. General cleaning of DG set.
8. General inspection of cooling towers, pumps etc.
9. Temperature of inlet & out let water in CT.
10. PH of CT water.

**3.5.** A log Book is to be maintained on regular basis by the contractor duly signed by Engineer In charge. The log book should contain minimum following data entry or as specifies by the manufacturer.

1. Specific Gravity of battery
2. Voltage of battery
3. Electrical parameter of the DG set like Current, voltage, frequency, PF. , KW, KWh, KVA etc
4. Diesel level in day tank
5. Lube oil level.
6. Running hours of the DG set
7. Water temperature.
8. Room temperature
9. Noise level



10. Lube oil pressure
11. Consumption of diesel

**3.3 Work to be done on monthly basis:**

1. 'B'/ 'C' checks as per manufacturer's instructions.
2. Cleaning of strainers in the fuel line.
3. Watering of earth pits.

**3.4 Work to be done on half yearly basis:**

1. Safety checks of the DG sets
2. Operation of all the relays
3. Checking of electrical panels
4. Checking & cleaning of contacts of ACB, relays etc.
5. Checking of safety interlocks
6. Checking of functionality of relay and calibration if required.
7. Checking of insulation resistance
8. Checking of earth resistance.
9. Cleaning of cooling tower
10. Tighten the blades of cooling tower.
11. Any other checking required as per manufacturer's recommendations

**3.5 Work to be done on yearly basis:**

- 1 Repeat half yearly work
- 2 Change the battery, if required.
- 3 Any other checking required as per manufacturer's recommendations



List of Equipments at 33/11kV MRS, IIT Indore

Sl. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	Power Transformers 33/11 kV ONAN with OLTC	2 Nos.	6.3MVA	Kirloskar, CTR(OLTC)	2015
2	33 kV isolators at 6-pole structure	5 Set.	400Amps		---
3	33kV Swithboard having relays, MF meters, Indication lamps.	1set	1250A	Schneider	2015
4	33kV VCB with 220V DC closing and tripping coils and 230 Volts AC spring charging motor.	4 Nos.	1250A	Schneider	2015
5	33kV/110V Line PT indoor type included in switchboard	1 No.	33kV/110 v.	Schneider	2015
6	RTCC	2 No.		Kirloskar	2015
7	11 kV Switch Board having relays, MF meters, Indication lamps.	2 set	800A	Schneider	2015
8	11kV VCB with 220V DC closing and tripping coils and 230 Volts AC spring charging motor.(14 No. Panel)	12 Nos.	800A	Schneider	2015
9	11kV VCB with 220V DC closing and tripping coils and 230 Volts AC spring charging motor.(7 No. D.G. panel)	06 Nos.	800A	Schneider	2015
10	Battery Charger Dual FCBC	01 No.	415VAC	Amara Raja	2015
11	Ni-Cd Battery cells	01 Set	110nos.	Amara Raja	2015
12	D.G. Synchronizing Panel	01 Nos	11kV	Captiva	2015
13	NGR for Power transformer	02 Nos	6.6kV/31 5A	Resitech	2015
14	NGR for D.G.	01 Nos	6.6kV/10 5A	Resitech	2015
15	UPS for MRS	01 Ns	5kVA	Numeric	2015
18	D.G. Set , 11 KV	01 Nos	2000 KVA	Captiva	2015
19	Earth Pits	As per Location			2016
19	Miscellaneous equipment and systems including illumination, lightning protection , grounding , distribution boards.	Lot			



List of Equipments at 11/.433kV ESS-13, IIT Indore

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV/630 A	Schneider	2015
2	Distribution Transformers, 11/.433kV Dry type.	1 No.	650 kVA	Kirloskar	2015
3	LT Bus-duct Sandwich type	3 Nos	1000A	Schneider	2015
4	LT TTA isolator panel Comprising ACB.	1 Set	1200A	Schneider	2015
5	LT TTA Main Normal panel Comprising ACBs and MCCBs	1 set	800A	Schneider	2015
6	LT TTA Main Emergency panel Comprising ACBs and MCCBs	1 set	1000A	Schneider	2015
7	External MDB panel comprising of MCCB.	1 set.	450A	Schneider	2015
8	APFC Panel comprising of ACB	1 set.	200 kVAR	Epcos	2015
9	UPS	1 No.	2 kVA	Numeric	2015
10	Earth Pit	As per Location			2016

List of Equipments at 11/.433kV ESS-7A, IIT Indore

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV	Schneider	2015
2	Distribution Transformers, 11/.433kV Dry type	1 No.	2.5MVA	Kirloskar	2014
3	LT Bus-duct Sandwich type	1 No	4000A	Schneider	2015
4	LT TTA isolator panel Comprising ACB.	1 Set	4400A	Schneider	2015
5	External MDB panel comprising of MCCB.(As per SLD)	1 set.	300A	Schneider	2015
6	APFC Panel comprising of ACB	1 set.	650 kVAR	Epcos	2015
7	UPS	1 No.	2 kVA	NUMERIC	2015
8	Earth Pit	As per Location			2016

List of Equipments at 11/.433kV ESS-05, IIT Indore

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV/630 A	Schneider	2015
2	Distribution Transformers, 11/.433kV Dry type	2 No.	2000 kVA	Kirloskar	2015
3	LT Bus-duct Sandwich type	06 Nos.	3200A	Schneider	2015
4	LT TTA isolator panel Comprising ACB.	2 set	3600A	Schneider	2015



5	LT TTA Main Normal panel Comprising ACBs and MCCBs	1 set	2200A	Schneider	2015
6	LT TTA Main Emergency panel Comprising ACBs and MCCBs	1 set	2200A	Schneider	2015
7	External MDB panel comprising of MCCB.(As per SLD)	1 set.	300A	Schneider	2015
8	APFC Panel comprising of ACB	2 set.	650 kVAR	Epcos	2015
9	UPS	1 no.	5 kVA	NUMERIC	2015
10	Earth Pit	As per Location			2016

**List of Equipments at 11/.433kV ESS-02, IIT Indore**

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV/630 A	Schneider	2015
2	Distribution Transformers,11/.433kV Dry type	1 no.	1.6 MVA	Kirloskar	2015
3	LT Bus-duct Sandwich type	3 nos	2500A	Schneider	2015
4	LT TTA isolator panel Comprising ACB.	1 set	2800A	Schneider	2015
5	LT TTA Main Normal panel Comprising ACBs and MCCBs	1 set	2200A	Schneider	2015
6	LT TTA Main Emergency panel Comprising ACBs and MCCBs	1 set	1400A	Schneider	2015
6	External MDB panel comprising of MCCB.(As per SLD)	1 set.	300A	Schneider	2015
4	APFC Panel comprising of ACB	1 set.	550 kVAR	Epcos	2015
5	UPS	1 no.	5 kVA	NUMERIC	2015
5	Earth Pit	As per Location			2016

**SCADA SYSTEM :**

1	Complete SCADA system	Lot	Schneider	2016
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**PART-III**  
**TECHNICAL BID**



TECHNICAL BID

Data Sheets to be filled up by the Tenderers/ Bidders

Sl. no.	Information	Format of submission
1	Obligation / Compliance To Be Insured By Contractor	Annexure- "A"
2	Tax	Annexure- "B"
3	Indemnity by contractor	Annexure- "C"
4	Joint Venture Details (if applicable)	Annexure- "D"
5	Certificate in prescribed format	Annexure- "E"
6	Letter of Transmittal	Annexure- "F"
7	Form "A"- "H"	Page No:42-49

**Note:**

- 1 If necessary, additional sheets may be added to the forms.
2. Some of the forms will require attachments. Such attachments should be clearly marked as follows: Attachment I to Form # Attachment 2 to Form #. etc.



**Annexure- "A"**

Obligation/Compliance to be insured by Contractor

Sr. No.	Items	Compliance of Contractor to be filled by Contractor	
		YES	NO
1	Registration		
2	Compliance of provisions of Child Labor Act, and Workmen compensation Act		
3	To ensure treatment in case of accident / injuries suffered in Performance of work including wages and compensation under WC Act.		
4	Send accident report to Regional Labor Commissioner (RLC)		

**Annexure –"B" TAX**

Attach copy of current last three years tax returns details.





**Annexure- "C" INDEMNITY**

(To be filled by Contractor)

I on behalf of M/s ..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/s..... will follow all safety rules and procedures. I declare that I M/s ..... will be responsible for any safety violations/ accident etc. IIT Indore will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

I hereby declare that I am sole responsible on behalf of M/s.....

..... for giving such declaration.

-----  
Name of Indemnifier

-----  
Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor



**Annexure- "E"**

**CERTIFICATE**

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct. In every respect and in any case at a later date, if it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Signature of Contractor



**Annexure-“F”**

**LETTER OF TRANSMITTAL**

**From:**

To

The Project in Charge,  
IIT Indore (MP).

**Name of work: - “Non- Comprehensive Annual Operation & Maintenance Contract of 33/11 KV Main Receiving Substation, 4 Nos. of 11/0.433 KV Load Substations & 2 MVA,11 KV DG set”**

Sir,

Having examined the details given in Press Notice and bid documents for the above work, I/ we hereby submit the relevant information.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms A to E and accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I / we submit the requisite certified solvency certificate and authorize PIC, IIT Indore to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I / we also authorize PIC, IIT Indore to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

**Name of work**

**Certificate from**

- |         |       |
|---------|-------|
| 1. .... | ..... |
| 2. .... | ..... |
| 3. .... | ..... |

**CERTIFICATE:** It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me / us found to be incorrect.

Enclosures:-

Seal of bidder

Date of submission

SIGNATURE(S) OF BIDDER(S)



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**PART-IV**

**FINANCIAL BID**



**Proforma for Quoting the Rates**

NIT Number: IITI/ES/Maint./E/MRS-O&M/NIT/2019-20/01

**BILL OF QUANTITY**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Charges per month (In Rs)</b>	<b>Yearly Amount (In Rs) Amount</b>
1	NON-COMPREHENSIVE ANNUAL OPERATION CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA, 11 KV DG SET AT IIT INDORE. (Rates shall include all Taxes and Duties & Bidder must submit the detailed cost analysis)		
2	NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS AND 2 MVA, 11 KV DG SET AT IIT INDORE. (Rates shall include all Taxes and Duties & Bidder must submit the detailed cost analysis)		
	Discount @ _____% (if any)		
	Grand Total (in figures) (inclusive all the taxes, duties, charges)		
	Grand Total (in Words) (inclusive all the taxes, duties, charges)		