

ELECTRICAL SERVICES CONTRACT

**NOTICE INVITING TENDERS
&
TERMS AND CONDITIONS OF TENDER**



Institute for Development and Research in Banking Technology

(Established by Reserve Bank of India)

Castle hills, Road No. 1, Masabtank, Hyderabad – 500 057

Ph: (040) 23294185 & 82; Fax: (040) 23535157; Ext. 1085

Web: www.idrbt.ac.in

Signature & Seal with date of the bidder

Tender No. IDRBT/EST/AND/25.7/1201/2015-2016

February 12, 2016

Dear Sir/Madam

IDRBT, the premier Institute of Banking Technology in the country, invites Sealed Tenders, in the following two parts from reputed Firms/Company registered in appropriate class with CPWD/ MES /State / Central Government Organizations/Public Sector Banks for providing Electrical Services Maintenance.

Part I : Technical Bid (Annexure I)

Part II : Commercial Bid (Annexure II)

The tenders may be submitted so as to reach the Institute on or before **17.00 HRS on 16.03.2016 with an EMD of Rs 25,000/-**. The Tenders received after the time and date specified would be rejected. The other details are as under:

1. ELIGIBILITY CRITERIA

1. The bidder must be a registered partnership firm or a company registered under Companies Act. The bidder should have a valid registration with all Statutory Authorities such as ESI, PF, Labor Welfare Department, Electrical inspectorate etc. and the copies of certificates of valid registration should be enclosed with the Part I of the Tender.
2. The bidder must have a minimum of **“five years”** experience in providing such Electrical Maintenance Services in highly reputed Govt. Organizations, Banks, Institutions, etc and also having branch office/ head office in Hyderabad / Secunderabad.
3. An Earnest Money Deposit (EMD) of Rs 25,000/- (Rupees Twenty five thousand only) in form of Demand Draft /Banker's Cheque drawn in favour of “IDRBT, Hyderabad” issued by any nationalized bank should be enclosed with the Technical Bid. Any tender not accompanied by the EMD will be rejected. EMD will be returned after tender process to unsuccessful bidders and no interest will be paid on the EMD. The EMD of successful bidder will be adjusted towards security deposit.
4. The contractor should have 'A' Grade HT license.

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5. All bidders are required to submit all the information / documents required as per the Part I: Technical Bid (Annexure I) and Part II: Commercial Bid (Annexure II)
6. The Tender Papers must be signed separately by each Partner of the Firm / Company or by a person holding a power of attorney authorizing him / her to do so. Such power of attorney should be produced along with the tender. A copy of certificate of registration/ certificate of incorporation should be attached with part I of the tender.
7. Please note that the Part I would be opened first to analyze the experience and technical capability of the firm/organization to provide Electrical Maintenance Services to IDRBT.
8. The Commercial Bids of only such bidders, who are found eligible, as per the specifications of Part I, would be opened for further consideration.
9. The Tenders should be submitted, in separate sealed covers, as under:

Part I: Technical Bid (Annexure I)

Part II: Commercial Bid (Annexure II)

The above covers may be put in a common cover, super-scribed "Electrical Services Maintenance Contract" and addressed to: "The Director, IDRBT, Castle Hills, Road No. 1, Masabtank, Hyderabad – 500 057" so as to reach the Institute on or before 17.00 Noon on 16.03.2015. The tenders received after the time and date specified would be rejected.

2. SCOPE OF WORK

The "Electrical Services Maintenance Contract" would include deploying Eight Electrical staff and ensuring uninterrupted and smooth Electrical Services at the Institute. The work shall include managing and maintaining 11 kv / 440v Electrical substation and all the electrical equipments, connections, panel board, bus bars, UPS, DG Sets, Motors, Lighting, Neon Signboard, Air Conditioners, Refrigerators, Coolers, Lifts, Power control Rooms, etc., and carrying out all electricity-related works in the Institute. The indicative Scope of Work is as under:

1. Manage all electricity-related works of the Institute and ensure that all electricity-related functionalities perform perfectly.
2. Initializing all the Diesel Generator Sets every morning
3. Operation of all Air Conditioners, Coolers and Diesel Generator Sets

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4. Maintenance and Management of all electrical equipment, panel boards, bus bars, transformers, OCB's , electrical wiring, power control rooms, lighting, in the Institute spread over the Academic Block, Executive Facilities Centre, Director's Bungalow, Guest & Transit House, Open Areas etc.
5. Constantly co-ordinate with the related equipment maintenance contractors for DG Sets, ACs, UPS, Neon Sign Boards, Lifts, Fire fighting equipments etc. and get the servicing done by them.
6. During breakdowns, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractors, if any, for attending the breakdown.
7. Check the functioning and ensure proper working of panel boards, transformers, wiring fuses, cables, UG cables, DG sets, UPS, ACs, Coolers, Lifts, Neon Signboard, etc, regularly and maintain record of the functioning and also checking of earth pits ones in two months and the same is recorded in a register.
8. Procure diesel, etc, for functioning of DG sets in emergency. However **cost of** the same will be reimbursed to the firm.
9. Liaison with Electricity Department for all General Electrical Works on periodical inspection (Once in a year)
10. Periodical servicing of pump sets Electrical Motors installed in pump rooms once in six months.
11. Laying of PVC casing, capping, cables, for new work stations, new wiring, new power plug points, new light /fan points and all other new electrical work on the wall /above false ceiling etc. including replacement of tubes, lamps and other accessories. However spare parts will be provided by the Institute.
12. All electrical works **such as testing/ fixing/ removing of any electrical units** spread over the premises of the Institute **and its Staff Quarters at Begumpet** need to be attended to.
13. Liaisoning with Govt. Electrical Departments in various aspects of the new work / annual inspection, etc. However receiptable amount paid to TSSPDCL will be reimbursed to the firm for the above work.
14. Any other item not included above but required for ensuring uninterrupted and smooth Electrical Management & Maintenance Services at the Institute

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15. The Contractor has to submit a copy of necessary insurance policy on the staff working at IDRBT towards risk of injury or loss of life.
16. **Minor works like cable laying, fixing of new electrical fixtures & fittings, minor civil work related to electrical works shall be done by the firm. The time the materials would be supplied by the Institute for such works.**
17. Necessary follow up action with TSSPDCL in the event of HT Power supply break downs for restoration.

3. **STAFF REQUIRED**

The essence of the “Electrical Services Maintenance Contract” is to ensure uninterrupted and smooth Electrical Services at the Institute. Accordingly, the minimum staff required shall be as under:

Sl. No.	Shift	Type of Manpower	Schedule	No. of Days
1.	Morning Shift	Two Skilled Electrician & One Helper	6.00 am – 2.00 pm	7 days a week
2.	Afternoon Shift	Two Skilled Electrician & One Helper	2.00 pm – 10.00 pm	7 days a week
3.	Night Shift	One Skilled Electrician & One Helper	10.00 pm – 6.00 am	7 days a week

Qualifications & Experience:

1. **Skilled Electrician:** - Should have passed ITI / Diploma in Electrical Engineering and should possess a minimum of five years experience in Electrical Maintenance and Management. **Compulsory knowledge on Air conditioning Telecommunication, Conference, Public address systems are also required.** The skilled Electrician with wiremen license shall perform the duties of Wireman and also supervise all the Electricity Services of the Institute. He will also be the point-of-contact for the Institute.
2. **Helper:** - Should have passed Matriculation and should possess a minimum of two years experience in Electrical Maintenance Work.

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Terms and Conditions

- 1) The Institute shall supply all material / consumables as required for ensuring uninterrupted and smooth Electrical Maintenance Services at the Institute. However, in case of emergencies, the Firm/ Company may use his /her own material, with the prior approval of the Institute and cost of materials if any will be reimbursed to the firm against submission of bill.
- 2) The Firm/Company has to quote for such material strictly as per the BOQ and the contractor has to raise a separate invoice for consumables periodically along with proof of usage of consumables for getting the payment. The Institute would reimburse the amount, as per the agreed rate, after proof and proper usage is checked.
- 3) The Electrical Maintenance Services should be provided round-the-clock throughout the year without any holidays. Accordingly, the Firm/ Company is advised to keep reserve staff for emergency / holidays and leave purposes and also necessary **tools & planes to be provided to the staff by the firm including one earth megger, tongue tester, multi meter, Drill machine and crimping tool (up to 10 sq mm cable).**
- 4) The Institute shall not permit double shift for any staff employed by the firm/ contractor.
- 5) The Firm/ Company shall necessarily have all the requisite licenses from the appropriate authorities for employing Contract Labor.
- 6) The Firm/ Company shall comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labor, i.e. various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time.
- 7) All the payments have to be as per the prevailing minimum wages stipulated from time to time and covering benefits such as ESI, PF etc.
- 8) All the rules related to the Labor Law and applicable acts should be strictly followed and in case of any dispute the Institute will not be a party. The bidder has to satisfy the Institute showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable under the Statutory Act are being paid to his staff before the 1st week of the month taking care about the paid leaves etc, as required under the Contract Labor Regulation Act and Minimum Wages Act as notified by the Government from time to time.
- 9) The firm /contractor shall be solely and fully responsible for lapses, violation and non- compliance, if any. It will be the responsibility of the Firm/ Company to take care of all the statutory dues and the Institute shall in no way be a party to it.
- 10) The rates quoted should be inclusive of all Taxes and Duties, including ToT, Service Tax, etc., and Statutory Benefits such as ESI, PF, Bonus, etc., in accordance with the Minimum Wages Act and amended from time to time. The tax components should be indicated separately.

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- 11) The Institute shall make payment on a monthly basis. While the bill of the first month shall be paid after submission of bill for the month, the payment from second month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF, ESI, Service tax, etc., for the previous month.
- 12) The Firm /Company may visit the Institute to ascertain the work involved before submitting their bids.
- 13) Once contract is awarded, the Firm/ Company should submit daily plan for executing the work. The Firm /Company should be accessible at any time round the clock.
- 14) **The Institute does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assignment of a reason thereof.**
- 15) The Institute further reserves the right to delete or reduce any item or section of the bills of quantities without assigning any reason whatsoever thereof and no claim will be entertained in this regard.
- 16) The bidder whose tender is accepted has to execute an agreement with the Institute but his liability under the contract shall commence from the date of the written order.
- 17) The contract either in full or in part shall not be sublet or assigned to others by the bidder under any circumstances.
- 18) The Institute reserves the right to award the entire work in full or distributed areas of work to any of the bidders at its discretion.
- 19) The Commercial Bid must clearly indicate the rates quoted in figures and in words, and the authorized signatory with the official seal must duly sign all documents.
- 20) The rates shall not be subject to any variation in price during the period of contract. However one time variation in price will be allowed once in a year due to hike o wages as per **Minimum Wages Act**
- 21) The Firm/Company shall devote his full attention to the assigned work and discharge his/ her obligations under the arrangements most diligently and honestly.
- 22) The Firm/Company shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by the Institute and its authorized officials.
- 23) A registered medical practitioner should carry out medical check-up of the staff every year. Any staff failing the medical checkup should be removed from **duty** immediately with intimation to the Institution.
- 24) The Electricians and Workers will daily report to the Security at the gate and would be frisked by Security at the time of entry & exit.

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- 25) The Firm /Company or his employees shall not use the premises allotted to him / her for any purpose other than for carrying out the work allotted as per the contract and shall not act in any manner as to cause any nuisance or annoyance to the Institute or the participant/visitors at the Institute. The Firm/ Company shall not allow or permit employees to participate in any trade union activities, organizations in and around the premises of IDRBT.
- 26) The Institute will deduct TDS at source from every bill, at the rate notified by the IT Dept.
- 27) The number of such persons to be employed will be determined by the parties to this contract, by exchange of letters from time to time. But in any case, the contractor shall have to engage the services of sufficient number of persons as stipulated by the Institute.
- 28) The Firm/Company shall be deemed for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim whatsoever for employment in the Institute now or at a future date.
- 29) The Firm/Company shall take necessary safety measures and s/he is solely responsible for the safety of staff engaged by him.
- 30) **IDRBT shall not be responsible for any accident/ injury or loss of life of any of the persons engaged by the Firm/Company that may take place while executing the contract and any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the firm/contractor. The Contractor shall take necessary insurance policy to cover the staff from any such risk of injury or loss of life while at work to meet any such eventualities. A copy of the insurance policy shall be submitted to the Institute.**
- 31) **The contract term shall be initially for a period of 6 months on probation and based on satisfactory performance, may be renewed, for a maximum all-inclusive period of three years, from the date of commencement of the contract. The contract is renewable thereafter solely at the discretion of the Institute on terms and conditions to be mutually agreed upon.**
- 32) The contract may be terminated at one month's notice by the Institute if any one of the stipulated conditions agreed upon by the selected bidder is not met to the satisfaction of the Institute or even without assigning any reason thereof by the Institute. Further, the contract shall stand terminated automatically on the expiry of three years.
- 33) The Institute reserves the right to reject any or all of the tenders received without the assignment of a reason thereof and not to award the work to the lowest bidder.
- 34) The bidder who wants to understand the technicalities and the type of service that need to be provided may approach **Estate Engineer** of the Institute on any working day (Monday – Friday between 9.00 AM to 5.30 PM).

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- 35) Omission, neglect or failure on the part of the bidder to obtain requisite reliable and full information on any matter affecting his tender, shall not relieve the bidder, from any liability in respect of the contract.
- 36) The bidder, whose tender is accepted, has to execute an agreement with the Institute within a week from the date of the written order of the Institute. **An amount of Rs 1,00,000/- (Rupees One Lakh Only) is to be deposited by the successful bidder as Security Deposit for the due performance of the contract.** This amount can also be furnished in the form of a Bank Guarantee from any Public Sector Bank and the same should be valid till three months after the 3 years term of the contract (3 years 3 months). This deposit/ guarantee would be refunded without interest after three months from the date of expiry of contract subject to the conditions that no losses are incurred to the Institute due to Firm / Company or their employees and all statutory dues have been cleared.
- 37) The Firm /Company should provide three pairs of uniforms, one pair of rubber shoes to all his staff at his cost and ensure that all the staff shall wear clean uniforms. Further, the Firm/ Company shall submit a copy of their employment letter to the Institute and they should all be provided with an identity card, which they should sport while at work in the Institute. The Firm / Company should also provide basic details of all staff to the Institute.
- 38) The official's of the bidder, who has/ have been identified at the time of tendering, shall be the only authorized person to interact with the Institute's representative and to raise bills and to receive the payments. Payments will always be made in the name of the Firm / Company in the form of EFT. No cash payments are allowed.
- 39) Once in a month, the selected bidder has to submit the bills to the Estate Department for the services rendered, which if found in order would be certified for payment. The payments will be made within a fortnight from the date of certification, subject to the condition that the selected bidder has cleared all his dues related to labor payments as required by the Labor Act and any other charges or expenses which are to be paid by him and produces documentary evidence to that effect.
- 40) The selected bidder shall bear all costs and expenses in respect of all charges, stamp duty, etc., in respect of the agreement to be entered into.
- 41) For all disputes arising out of non-adherence of any terms stipulated above, the Director of the Institute is the appellate authority and his decision would be final. However, the legal jurisdiction for all matters would be Hyderabad only.
- 42) The contractor cannot engage workmen below 18 years and above 58 years.
- 43) The contract shall engage an experienced supervisor who will be authorized for co-ordinating with the Institute's representative, regarding supervision, day-to-day work, and to receive instructions from time to time for proper execution of works at least once in week.

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- 44) The Firm / Company should distribute the salaries to the staff in the presence of the Institute's officials and should maintain all statutory records, documents, registers, etc before 10th date of every month.
- 45) The sole responsibility in respect of the antecedents / credentials of the persons engaged by the Company rest with the company.

(Anurag Nanda)

Admin Executive – Estate Dept, IDRBT

Signature of the firm with seal & date

Signature & Seal with date of the bidder

PART – I: TECHNICAL BID (Annexure I)

1. Name of the Company / Firm :

2. Address :

3. Name of partner/Director :

4. Date of registration/incorporation :
(Certified copies of registration Certificate of incorporation to be attached)

5. Details of registration in the labor dept :
(PF, ESI)

6. Service Tax and Registration Number :

7. PAN (Income Tax) :
Past Experience (Full details as under)
Please enclose certified copies of experience
(Use extra sheet, if necessary)

Period of Contract		Name of the Firm / Organization with whom worked	Type of Contract undertaken	Value of Contract & Other details	Remarks
From	To				

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8. Copy of three latest Audited Balance Sheets of the Firm/Company :
9. Copy of three latest Income Tax Returns :
10. Name and address of Bankers and type of facility enjoyed SB A/C or Current A/C; name of the bank, branch A/C number IFSC & MICR code :
11. Details of bank draft for Rs 25,000/- enclosed as EMD :
12. Copies of **Experience Certificate** of last **Five years** issued by the reputed organizations :
13. Name and Contact Details of the Official/s authorized to interact with IDRBT

Certified copy copies of registration Certificate of incorporation to be attached) APGST, APVAT, PF, ESI, Labor Dept. etc :

Place

Signature of Bidder with Seal

Date

Name & Address

Signature & Seal with date of the bidder

PART – II: COMMERCIAL BID (Annexure II)

Sl.No.	Item	Manpower Required	Rate (Rs.)	Rate in words	Amount (Rs.)
1	Morning Shift (6 am – 2 pm)				
	Skilled Electrician	2			
	Helper	1			
2	Afternoon Shift (2 pm – 10 pm)				
	Skilled Electrician	2			
	Helper	1			
3.	Night Shift (10 pm – 6 am)				
	Skilled Electrician	1			
	Helper	1			
	Subtotal Amount	8			
	Discount if any	-			
	Total Amount				
Total Charges per Month for carrying out the Contract					

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