



राष्ट्रीय फैशन एवं प्रौद्योगिकी संस्थान, गांधीनगर

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

घ-० एक्सटेंशन-सड़क, इन्फोसिटी के नजदीक, गांधीनगर-३८२००७

दूरभाष नंबर. ०७९-२३२६५०००, २३२४०८३२, २३२४०८३४

फैक्स. नंबर ०७९२३२४०७७२ Website :

<http://www.nift.ac.in/gandhinagar>

निविदा दस्तावेज़

निविदा संख्या : 8405(15)/Bldg/AMC/Elect.Service/15

पावती नं. एवं जारी करने की तिथि : 10/8/2020

के पक्ष में जारी किया गया : 31/08/2020

निविदा प्रक्रिया के लिए निर्धारित की गयी समय सारणी:

निविदा सूचना प्रकाशित करने की तिथि	10/08/2020
निविदा दस्तावेज़ की बिक्री आरम्भ करने की तिथि	10/08/2020
निविदा दस्तावेज़ की बिक्री की अंतिम तिथि	31/08/2020 को 14:00 बजे पूर्वान्ह तक
विधिवत भरी हुई निविदाएँ प्राप्त करने की अंतिम तिथि	31/08/2020 को 15:00 बजे अपरान्ह तक
तकनीकी संविदाएं खोलने की तिथि एवं समय	31/08/2020 को 16:00 बजे अपरान्ह
निविदा दस्तावेज़ की वैधता	तकनीकी बिड खोलने की तिथि से 90 दिन तक
निविदा शुल्क :	100/- (एक सौ पुरे) + GST

नोट: इस निविदा दस्तावेज़ में 21 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर एक कवर में अच्छी तरह मुहरबंद करके उस पर "निफ्ट गांधीनगर केंद्र में इलेक्ट्रिकल सर्विस वार्षिक रखरखाव अनुबंध को भरने के लिए सेवाएं प्रदान करने के लिए वार्षिक रखरखाव अनुबंध की निविदा" लिख कर ही जमा करें।




(एन बी वैष्णव)

ओ.एस.डी

Seal & Signature of the tenderer

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National Institute of Fashion Technology

(Ministry of Textiles, Govt. of India)

Gh-0 Extension Road, Nr. Infocity, Gandhinagar-382 007.

Phone No. 079-23265000, 23240832, 23240834 Fax No. 079-23240772

Website : <http://www.nift.ac.in/gandhinagar>

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR
ELECTRICAL SERVICES AT NIFT, GANDHINAGAR**

TENDER NOTICE NO. 8405(15)/Bldg/AMC/Elect.Service/15

Date of Issue of Tender	:	10/08/2020
Last Date & Time for Submission	:	31/08/2020 Up to by 15:00 hrs.
Date and Time of Opening of Technical Bid	:	31/08/2020 at 16.00 hrs.
Date and Time of Opening of Price Bid		Price bids of qualified tenderers shall be opened in the presence of the attending tenderers, the date and time communicated later
Validity of tender document		90 days from the date of opening of the technical bid

Details of EMD (to be attached with the Technical Bid):

Tender Fees	100/- (one hundred only) + GST
EMD Amount	Rs. 15,000/- (Rupees: Fifteen Thousand Only)
In favour of & payable at	National Institute of Fashion Technology, Gandhinagar ; Payable at Gandhinagar/Ahmedabad
D.D. / Pay Order No. & Date	
Drawn on	

Exemption of EMD : The Micro and Small scale industrial units, Startups (recognized by Department of Industrial Policy and Promotion(DIPP) registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/udhyog adhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.

[Handwritten Signature]

O.S.D.

Seal & Signature of the tenderer



INSTRUCTIONS FOR FILLING IN TENDERS

1. The tender shall be submitted in accordance with the procedure detailed herein. Specified documents shall be sealed in envelope of appropriate size which shall be sealed.
2. The tenderer should sign & seal on each paper in tender.
3. It should be importantly noted that the contents of Technical Bid must not reveal rates of any items of the total tender amount quoted by the tenderer. If this condition is violated, the tender will be straight away rejected.
4. Please study the document carefully.
5. Please fill in the Schedule of quantities as follows :-
 - a) Fill in the "Rate" column legibly.
 - b) Fill in the "Amount" column legibly.
 - c) Initial all corrections and put in your signature at the end of the Schedule of Rates.
6. Please pay **EMD Rs. 15,000/- (Rupees Fifteen Thousand only)** amount along with the tender as per **Schedule 'F'**.
7. In case the tenderer requires any clarification, he may contact National Institute of Fashion Technology, GH-0, Extension Road, Opp. Info city, and Gandhinagar Gujarat.
8. Addenda/Corrigenda to the tender documents may be placed on the website to intimate prior to the date of submission of the tenders to clarify documents or to affect modification in the design or contract terms.
9. Each addenda / Corrigenda issued by the National Institute of Fashion Technology, Gandhinagar will be uploaded on website. Each recipient will retain one copy of each addendum / corrigendum for submission along with his tender and return one signed copy to NIFT as acknowledgement of receipt of the same. All addenda/corrigenda issued by the NIFT shall become part of tender documents. It will be responsibility of tenderer to check the updates on website regarding addendum/corrigendum from time to time.
10. Tenderer will have to provide GST paid certificate/challan, other govt. dues levies which are applicable for such type of the works without which NIFT will not pay final bill payment to the Agency / Tenderer.



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IMPORTANT NOTE

- 1) **Tenderer will have to fulfill the Qualifying conditions for Annual Maintenance Contract for Electrical Services as under:**
 - i. The tenderer shall carried out minimum **two year experience of annual maintenance contract for electrical services** of the type and size of HT/LT electrical installations, similar to electrical installations at NIFT in reputed Organizations/Educational institutes.
 - ii. The Agency submitting tender should attach photo copies of
 - a. Current Registration of the Agency under PWD or CPWD or Government organization
 - b. Electrical Contract License,
 - c. GST Registration Certificate,
 - d. PAN Card.
- 2) **The tenderer should invariably submit his tender in tender form.**
- 3) 3.1) **The tenderer should invariably submit his tender in sealed cover of EMD.**

1) EMD 2) Technical Bid and 3) Commercial Bid.

3.2 EMD

- i) EMD should contain EMD in form of Demand Draft or Banker cheque as mentioned. Offer without separate EMD, the technical bid will not be opened. THIS MAY PLEASE BE NOTED.

1. Earnest Money Deposit (EMD):

Bidders are required to submit EMD of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** in form of Demand Draft in favour of **National Institute of Fashion Technology, Gandhinagar, payable at Ahmedabad / Gandhinagar. OR** by transferring EMD amount in **NIFT Gandhinagar General Account no: 359302050000198 (IFSC Code : UBIN0535931)** (Fifth Character in IFSC code is "Zero"). The name of Bank & Address is as under:

**Union Bank of India
Gandhinagar Branch,
Plot No. 314, Shopping Centre,
GH-5 Road, Sector-17, Gandhinagar,
Gujarat - 382 017.**

In case of making online payment of EMD Amount, Bidders are required to upload self-certified copy of UTR in place of DD.



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The Earnest Money Deposit of the successful Tender shall be liable to be forfeited if he does not fulfill any of the following conditions:

- i) If information declared/document submitted found false/fake/forged
- ii) If the successful bidder does not accept the Purchase Order., or, unable to supply the services
- iii) If the bidder withdraws his bid/quote during tender process.
- iv) An Agreement is signed by him in the prescribed form with in 10 (Ten) days of the receipt of letter awarding the contract.

Exemption of EMD : The Micro and Small scale industrial units, Startups (recognized by Department of Industrial Policy and Promotion(DIPP) registered under small scale industries of Gujarat state / Appropriate State Govt. and holding subsequent registration with CSPO/NSCI/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD on submission of duly attested copies of their SSI (SSI/MSME Part -II/udhyog adhar memorandum) & CSPO/NSC/DGS&D registration certificate in EMD cover.

DD of EMD / Exemption Certificate / Copy of UTR is to be submitted in sealed cover super scribing "**EMD / Exemption certificate for Tender of Annual Maintenance Contract for Electrical Services**" and submitted to **NIFT Gandhinagar Campus in physical form** addressed to :

**OSD,
National Institute of Fashion Technology,
NIFT Campus, GH - 0 Road, Near Infocity,
Gandhinagar - 382007 (Gujarat)**

ii)

3.3. TECHNICAL BID

- i) Technical Bid should contain original copy of Priced Tender Form (except commercial bid documents) along with attested copies of (a) Registration of the Agency under PWD or CPWD or Government organization (b) Electrical Contract License, (c) GST Registration Certificate, (d) PAN Card, (e) License under the contract Labour Act and PF Code, if applicable (f) Workmen Compensation Policy, if applicable.
- ii) The tenderer should also furnish the details on nature of their firm, names and addresses of the Partners/ Proprietors / Directors and also the details of sister concerns, if any, also specific details or documents requested in Tender Enquiry. In absence of these information/documents, tender is liable to be ignored.

3.4. COMMERCIAL BID



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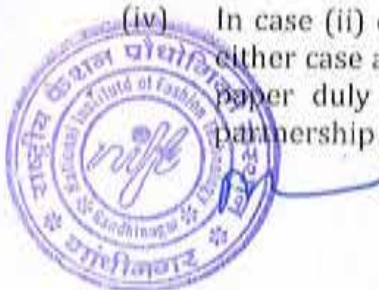
- i) Commercial Bid should contain only rate/price of with GST duly filled in and signed by the tenderer.
- ii) In case the tenderer fails to provide taxation details in commercial bid, offers will be considered as inclusive of all taxes.
3. No correspondence will be entertained after opening of tenders.
4. EMD of Rs. 15000/- (Fifteen Thousand Only) is required to be paid interest free as per terms and conditions of this tender enquiry. Tender without pre-payment of EMD will be out rightly rejected which may please be noted.

N.B.

- 1) The rates should be quoted both in words as well as in figure also.
- 2) All the documents uploaded in tender must be seal and signature on all page of all documents submitted by the tenderer.

A. GENERAL TERMS AND CONDITIONS

1. The schedule issued with the form of tender, listing the services to be rendered, must not be altered by the tenderer. Any modifications/alternations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
2. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored.
3. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
4. Individual signing the tender or other documents connected with the tender must specify whether he signs as
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor
 - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company,
 - (iv) In case (ii) of copy of the partnership agreement or general power of attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The



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attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and copy of the resolution attested by the Principal Officer should be attached.

5. The tenders (Technical bid) will be opened on 31/08/2020 at 16.00 hrs. in NIIFT campus in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
6. Tenders received after specified date and time, due to whatever reason including postal delays, will not be considered.
7. Any conditional offers made by the contractor or any alterations/corrections made in the tender form shall not be considered. Similarly incomplete and unsigned quotations are liable to be rejected.
8. In case of the successful tender, the EMD shall be liable to be forfeited if tenderer does not fulfill any of the following conditions:
 - (i) An agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract.
 - (ii) The maintenance service will commence within 15 (Fifteen) days of the receipt of the letter awarding the contract.
 - (iii) If any agency, which is awarded contract for maintenance services, refuses to undertake the work, the EMD of that Agency shall be forfeited.
 - (iv) The bid should be valid in the case of all the tenders for at least three months from the date of opening of tender and if any tenderer withdraws or alters the terms of the tender during the period, the EMD shall be forfeited.
9. The contractor shall be responsible for engaging adequately trained personnel required for providing good maintenance services in institute.
10. The staff of the contractor should possess sound health and be free from and diseases, especially contagious and frequently recurring diseases.
11. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the



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acceptance of a particular tender will render the liable to exclusion from consideration.

12. Tender submitted by the agency shall be remaining valid for a period of 90 days from the opening of technical bid of Tender.

B. LEGAL TERMS AND CONDITIONS

1. The contractor and his staff must abide by various rules and regulations of NIFT as prevalent from time to time.
2. The contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Electrical contractor, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Act, etc., for any lapse or breach on the part of the contractor in respect of non-compliance of any Labour legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the Contractor.
3. NIFT would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not upto the standard, or in case there is any violation of NIFT rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of NIFT's management in this regard would be final and binding on the Contractor. In such an event NIFT shall have the right to engage any other contractor to carry out the task.
4. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
5. The Contractor and his staff shall comply with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the NIFT authorities, without waiting for confirmation by the Contractor.
6. Contractor will have to get Labour license once contract is awarded. Also will have to submit copy of Workmen's Compensation policy if applicable. During service contract the Contractor shall maintain Attendance and Wages registers for all workers engaged under the contract at NIFT and he will also take out Workmen's Compensation Insurance Policy if applicable.
7. The Contractor shall submit to NIFT the list of workers engaged to carry out the contract work, indicating name, age, home address, qualifications etc. and would also intimate as and when any change takes place. The contractor shall not at any time engage a minor to carry out the work under the contract.



8. The Contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
9. It will be the responsibility and liability of the Contractor to have Accident Insurance Policy of its staff to cover accidental risk as per Workmen's Compensation Act, during electrical maintenance. NIFT will not be liable in this regard in any manner.
10. The maintenance service contract shall remain valid initially for one year and it may be renewed further 2 years on yearly basis based on satisfactory performance at the discretion of NIFT only in writing on yearly basis or specified months on the same terms and conditions mutually agreed by NIFT and Contractor. Contractor can terminate the contract once awarded, after giving three month notice to the institute. Nevertheless, NIFT may terminate the contract of the contractor without any notice in case of breach of the contract or by giving one month/s notice. NIFT's decisions that a breach has occurred will be final and shall be accepted without demur by the contractor.
11. All the workers engaged by the contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's agency. The agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers etc. The agency shall also provide its workers photo-identity cards which shall be checked by the security staff as and when necessary.
12. The contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks and nor they are allowed to chew pan, aracnut, tobacco items etc.
13. On termination of the agreement the contractor will hand over all the equipment's/articles if issued by the NIFT in good working condition back to NIFT.
14. The contractor shall be responsible to maintain the equipments and other articles if issued by the NIFT in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the contractor himself. In case of theft or damage contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
15. The contractor will work in close co-operation and co-ordination with other agencies working at site.
16. NIFT is not bound to provide any mode of transport in respect of men or material required for the contract.



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17. The contractor has to deploy the electricians during Saturday, Sunday and holidays also without any extra cost.
18. All Statutory obligations under various laws from time to time will have to meet by contractor for which no extra payment shall be made to him at any time during the contractual period.
19. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to NIFT each month along with claim for payment.
20. The contractor shall be responsible for the payment of wages and allowances as per Central Govt. Minimum Wages Act and all statutory dues to the persons employed by him for providing the electrical services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
21. Sub-contracting of the contract is strictly prohibited.
22. Dispute, if any arising out of others service contracts shall be settled by mutual discussion. The decision of NIFT shall be final in the matter.
23. NIFT reserves its right to act on this tender or to use its sole discretion in any manner, in proceeding or canceling any or all matters connected to award of the contract for catering services.
24. The contractor is liable for any loss, direct or indirect due to delay in inspection or attending to faults whatsoever or due to fire, explosion or any other circumstances.

C. FINANCIAL TERMS AND CONDITIONS

1. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bill dually signed and stamp by the contractor. The bills should be accompanied by same certificate as NIFT may prescribe from time to time. Income Tax (TDS) as applicable at current prevailing rate shall be deducted at source. Payment will be released 15 days of the submission of bill. However, in event of any query, objection or dispute with regard to bill or a part thereof, the contractor shall not be entitled to any interest to be paid for last payment till such time that the query, objection or dispute is resolved. The contractor will be entitled for payment of amount as agreed by NIFT per month after deducting TDS as per the existing rates including the cost of men and material for performance of the duties mentioned in this contract as applicable. The payment



shall be made by NIFT every month against contract amount on submission of bill for such payment by the contractor in the first week of each succeeding month.

In the event of failure in discharge of the duties of maintenance services on any day up to the desired standard in part or full including absence from duty, the contractor is liable to be penalized @ Rs.500/- (Rupees Five hundred only) per day up to maximum limit to Rs.2500/- which shall be recovered from the bills or otherwise including security deposit. For purpose or imposing penalty, the decision of the Director will be final and binding on the contractor and shall not be subject to dispute or arbitration.

2. The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury and maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal injuries, Insurance Act and/or their Industrial Legislation from time to time in force).
3. The Contractor shall submit to NIFT, along with the monthly bill, copies of attendance register duly certified by the NIFT representative. Copies of wage register for the month of bill is raised, Copies of PF & ESIC challan and ECR, etc.
4. NIFT will not be responsible for the release of benefits, such as Provident Fund, Pensionary benefits or allowances. Any changes in the Minimum Wages Act or in any other labour legislation or other statutory obligations during the validity period of the contract shall be the responsibility of the Contractor.
5. Income tax, as per prevalent laws, shall be deducted at source while making payment of contractor's bills.
6. The contractor will not charge the additional payment to provide the maintenance services on holiday, Sunday and odd hours during NIFT functions.
7. **Contractor will be required to submit Rs. 30000/- as Security Deposit within ten working days from the date of acceptance of work order.**
8. The EMD shall be converted into Security deposit with the award of contract and shall be refunded on satisfactory completion of the contract.
9. All Electrical consumables/spares/parts and other materials used shall be charged separately and the same shall be borne by the NIFT. No bill and such account shall be entertained without prior approval of NIFT's representative either in writing or verbal.
10. In lieu of additional labour requirement on occasions when it is not possible to execute or maintain the required work due to sudden fault or new requirement the



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additional payment may be approved if it justified and approved by NIFT's representative.

11. As per NIFT's policy, payments and receipts to Government and Semi-Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
12. The agency shall fill up mandate form (**Annexure "A"**) for digital payment/RTGS payment.

D. (I) ELECTRICAL SERVICES

- 1) The Electrical services are required on all 7 days (24 x 7) of the week, which is purported to be under essential service. The contractor will place one electrician each shift (3 shift in a day) during electrical service contract.
- 2) The tenderer should have registered under statutory organization to execute Contracts and must have such license issued by authorized department for electrical contract.
- 3) He should be young and energetic below 40 years of age.

(II) Nature of Work:

- 1) The Contractor's Electrician should report to NIFT Engineer on daily basis.
- 2) On day-to-day basis the electrician should check all the electrical fittings/connections/wiring/distribution boards/panels in all the blocks.
- 3) He should check the complaint register at NIFT Campus and Girl's Hostel at the Campus on daily basis and the repair work should be attended within 8 hours.
- 4) He is also responsible for the electrical maintenance and he should operate the D.G. Set during power cut and shall maintain logbook.
- 5) The electrical points/sockets in computer laboratories and other machine labs should be checked on regular basis and mainted in good working conditions.

(III) Manpower Requirement for Electrical Services

- 1) Manning 24 hours for Electrical Services to NIFT Campus (including Girl's hostel, Staff quarters & Guest House, RDTC building, Student activity center, canteen block etc.)



E. SCOPE OF WORK AND SPECIFIC CONDITIONS

The scope of work for Electrical Maintenance at NIFT Campus is listed below. However, the tendering parties are advised to inspect NIFT premises in order to acquaint themselves with the task required to be carried out before making their offer.

1.0 Scope of work (H. T. work)

A) 11kv – 400 Amp – 350 MVA. H. T. vacuum circuit breaker

- Checking of the breakers CT/PT its relays and its control
- Checking of wiring on regular basis.
- Testing of H. T. electric cables.
- Checking of earthing connection & records.
- Testing & Service of H.T. Breaker one time in a year.
- Preventive maintenance of H.T. Breaker.
- Testing & Service report submitted by the agency to NIFT.
- The electrical contractor shall prepare test report of H. T. equipment for continuity test, meggar test, earth resistance test etc. of all H.T. equipments quarterly basis and submit it to the NIFT.

B) 650 KVA – 11kv/433kv – step down dry type transformer

- Checking of transformer, winding temperature, sensors etc. once a month.
- Testing of L.T. electric cables.
- Checking & testing of earthing connections.
- The electrical contractor shall prepare test report of L. T. equipment for continuity test, meggar test, earth resistance test etc. of all L.T. equipments quarterly basis and submit it to the NIFT.
- Testing & Service of Transformer one time in a year.
- Preventive maintenance of transformer quarterly basis.
- Testing & Service report submitted by the agency to the NIFT.

2.0 L. T. Power Installation

A) Main L. T. Panels

- Checking of ACB operation.
- Checking of Electrical/Mechanical interlock.
- Checking of earthing connections.
- Checking of L. T. electrical cables and their electrical connection on regular basis.
- Testing & Service of L.T. Breaker one time in a year.
- Preventive maintenance of L.T. Breaker quarterly basis.
- Testing & Service report submitted by the agency to NIFT.



- B) Electric sub panels, DBS, lighting DBS, laboratory power DBS (for water supply, fire pump, laboratory, lighting, AC, etc.).

Panels details:

- All Power panels installed at NIFT Campus.
- All Lighting panels installed at NIFT Campus.
- Fire/Water supply panels installed at NIFT Campus.
- Checking of components, its connections, body earthing etc.

- c) L. T. Electric Cables

All L. T. electric cables shall be tested with meggar, checking the loose connection if any at panel or equipment end.

- d) Power factor improvement capacitor panel

- To maintain the auto power factor electric panels and to maintain the required power factor at consumed end to avoid penalty.
- Checking and testing of capacitor banks, relays and its components.
- Checking energy meters at the campus.

3.0 Lighting Installation (Internal & external lighting)

- a) Lighting installation in the Campus (class room, labs, offices, hostel, etc.) to be maintained to avoid any complications in lighting system.
- b) Power points installation in the Campus (class room, labs, offices, hostel, etc.) to be maintained to avoid any complications in power system.
- c) Street light points, cables and fittings of campus.

4.0 Telecommunication cable network.

- a) Checking and maintenance of telephone wiring, connection at tag box end, at instrument end.

5.0 Solar Water Heating System.

- a) Contract electrician shall be operating hot water system during morning as per schedule.
- b) Checking of Solar Water Heating Systems.

6.0 RO System.

- a) The electrician shall checked operation of RO system every day.
- b) Checking of RO systems.

7.0 Water supply



The electrician shall checked operation of water supply system every day after office hours and in absent of plumber

- a) Checking water level of underground water tanks and operates Narmada water valves.

8.0 LIFT

- a) The electrician shall on/off LIFTs every day before and after office hours.

SPECIFIC TERMS AND CONDITIONS

1. The Contractor must have the following instruments for testing of equipment:
(a) Meggar (H. T./ L. T.) (b) Earth Resistance Tester (c) Clip-on meters.
2. Contractor shall arrange all tools at site for maintenance.
3. The electrical contractor shall depute qualified and experienced electrician at NIFT Main Campus, full time during all working days round the clock as per Labour rules in NIFT Campus for round the clock on call basis as per NIFT's requirement. The electrician shall look after the daily maintenance work and attend the fault immediately at site.
4. The electrical contractor shall be available on mobile/telephone in case of major fault. In case of major fault the contractor shall immediately make arrangement to send qualified engineer/supervisor to the site within one hour.
5. During the monthly checking and testing, contractor's engineer/supervisor must remain present at site.
6. The contractor must coordinate and liaison with the Licensee of Electricity Board and Electricity Company (Torrent) on behalf of NIFT.
7. The agency shall be responsible for Electrical Inspection from Office of the Chief Electrical Inspector, Gandhinagar (Licensee of Electricity Board) as per norms on behalf of NIFT Gandhinagar without any additional charge, however the statutory fees if any is required to be deposited, the amount of fees shall be reimbursed by NIFT on submission of original receipt of payment of such fees along with bill of the AMC. Statuary document shall be provided by the NIFT as required by Licensee of Electricity Board.
8. If any equipment are found faulty and require to be repaired, the matter will be reported to the appropriate authority at NIFT in writing.
9. Any consumables which are required to be replaced will be provided by NIFT. However, if the contractor is asked to provide any such consumables, he must provide rate of such items and take prior approval of NIFT's authority either in writing or verbal.

Seal & Signature of the tenderer
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ANNEXURE - I

UNDERTAKING BY THE AGENCY

I have carefully gone through various terms and conditions listed in sections A, B, C, D and E above for Annual Electrical Maintenance Contract for Electrical Services. I agree to all these terms and conditions. I am making this offer after carefully reading the conditions and understanding the same, without any kind of pressure or influence from any source whatsoever. I am aware of the location of NIFT and its hostel and have acquainted ourselves and fully assessed the tasks required to be carried out, before making this offer.

I hereby undertake to provide Accident Insurance Policy of our workers as per the Workmen's Compensation Act as indicated in clause B-9 (legal terms & conditions), in order to cover accidental risk during electrical maintenance work if I will be awarded the said work. I hereby indemnify NIFT from any liability in this regard.

_____	_____
Place	Signature of Contractor
_____	_____
Date	Address :

	Phone :

(Seal of the Contractor's firm)



ANNEXURE – II

**TECHNICAL BID FOR ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL SERVICES
AT NIFT CENTRE GANDHINAGAR**

The day tenders are opened; only Technical Bids will be opened first, in order to assess the capability and capacity of the electrical contractor. After assessment of the capability and capacity of the tendering parties, Price bids shall be opened later, in respect of only those parties which are assessed as "capable".

- 1 Name of the Contractor's Firm : _____
- 2 Address of the firm : _____

- 3 Contact No. : _____
- 4 E-mail ID : _____
- 5 Fax No. : _____
- 6 Whether proprietary or partnership firm : _____
- *7 Name(s) of the Proprietor or Partners of the firm : _____
(Please attach a Xerox copy of registration of the firm under Govt. Organization in case of proprietorship and notarized copy of partnership deed in case of partnership deed or in case of a company, under the Companies Act) _____
- 8 Address or location of the workshop or factory of the firm (if located in a different premises) : _____

- *9. Electrical Contractor's License Details:
License No.: _____
Date & validity period : _____
(please attach a Photo copy).

* **Details of requirement Under Sr. No. 7 and 9 are must.**

10. Names, Qualifications, experience of Engineers/Electricians in the firm.

Sr. No.	Name	Technical Qualification	Designation	No. of years' experience
1.				
2.				
3.				
4.				

Seal & Signature of the tenderer
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11. Please indicate below, if your firm has carried out installations and annual maintenance contract for electrical services (2 years' experience) of the type and size of HT/LT electrical installations, similar to electrical installations at NIFT.

Sr. No.	HT/LT Installation work	Brief Description	Organization / Institution
(i)	H. T. Work		
(a)	11kv - 400 Amp - 350 MVA. H. T. vacuum circuit breaker.		
(b)	650 KVA - 11kv/433kv - step down dry type transformer.		
(ii)	L. T. Work		
(a)	Main L. T. Panels		
(b)	Electric sub panels, DBS, lighting DBS, laboratory power DBS		
(c)	L. T. Electric Cables		
(d)	Power factor improvement capacitor panel		
(iii)	Lighting Installation (Internal & external lighting)		
(a)	The total lighting installation of the building to be maintained to avoid any complications in lighting system		
(iv)	Telecommunication cable network		
(a)	Checking and maintenance of telephone wiring, connection at tag box end, at instrument end		

(Please attach photo copies of the work orders for installation/maintenance work)

12. Please indicate below, Annual Maintenance Contract for Electrical Services carried out by your firm during the last two years' experience, for similar type of HT/LT installations.

Sr. No.	Organization / Institution	Brief Description of AMC work	Year
1.			
2.			
3.			
4.			

(Please attach Photo copies of AMC work orders)



13. Please indicate below, description of electrical equipment available at the workshop of the Electrical contractor (viz Megger, earth resistance testers, clip-on meters etc.)

Sr. No.	Equipment	Capacity	Brand Name
1.			
2.			
3.			
4.			
5.			

14. Description of Registration filled by contractor

Sr. No.	Description of Registration	Registration No.	Validity Period
1.	PAN Card		
2.	Electrical Contract License		
3.	Registration under PWD or CPWD or Government organization		
4.	GST Registration		

(photo copies of above registration must be attached)

*** Attachment against serial no. 11, 12, & 14 shall be enclosed with Technical Bid in serial number and abstract of same shall be attached with Technical Bid.**

Place _____ Signature of Contractor _____

Date _____ Address : _____

Phone : _____

(Seal of the Contractor's firm)



Seal & Signature of the tenderer
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Mandate Form

Annexure-"A"

Name of Beneficiary	
Account type of Beneficiary	
Name of Bank, Address contact no.	
Bank A/c No of Beneficiary	
Beneficiary Banker IFSC Code	
Beneficiary Banker MICR Code	
Beneficiary Address, contact no, Email Address(if any)	

Name & Signature of Beneficiary

Bankers Stamp & Signature

- Agency will submit a copy of cancelled cheque along with mandate form for RTGS payment process



Seal & Signature of the tenderer
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**PRICE BID FOR ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL SERVICES
AT NIFT CENTRE GANDHIANGAR**

- The Price bid should be filled by the Electrical Contractor, in tender Price Bid Form
- The day tenders are opened, only Technical Bids will be opened first. After assessment of capacity and capability of the Tendering Parties, Price Bids shall be opened later in respect of only those parties which are assessed as capable.
- Price bids of those parties which are assessed as "un-capable" based on their technical bids shall not be opened for consideration.
- Date and time of opening the Price Bids shall be intimated to the parties assessed as 'capable', to enable them to remain present.

Please indicate lumpsum contract amount for providing Annual Maintenance contract for Electrical services for One Month , as per scope of work indicated in Section 'E' of tender forms.	NIFT Campus & Girl's Hostel Campus (For manning round the clock)
	Rs. _____ per month
	GST in Rs.
	Grand total in Rs.
	Amount in words:

Note:

- 1) GST as per prevalent rules shall be paid by NIFT in addition to the contract amount.
- 2) Monthly payment will be released on production of bill by the contractor duly certified by the NIFT representative, within fifteen days.
- 3) Admissible Taxes shall be deducted from monthly payment as per prevalent Income Tax Act.
- 4) NIFT reserves to the right to reject any or all the tenders or accept any or all partial tender subject to L1
- 5) **The Electrical services are required on all 7 days (24 x 7) of the week, which is purported to be under essential service. The contractor will place one electrician each shift (3 shifts in a day) during electrical service contract.**

Place _____

Signature of Contractor _____

Date _____

Address : _____

Phone : _____

(Seal of the Contractor's firm)

Seal & Signature of the tenderer
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