E-TENDER DOCUMENT

for

Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur.

Notice Invitation Tender Serial No. IIT/IW/EM/NIT/39/2022-23 dated 20.10.2022

Tender Serial No. _________________________ Issued to:

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1. NOTICE INVITING TENDER

1.1. INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites sealed tenders from the eligible contractors for “Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur.” Particulars of the project are as following.

1.2. PARTICULARS

<table>
<thead>
<tr>
<th>NIT Number</th>
<th>Name of Work</th>
<th>Location of Work</th>
<th>Estimated Cost (including GST)</th>
<th>Time Limit for Execution</th>
<th>Tender Basis and Mode</th>
<th>Earnest Money Deposit</th>
<th>Mode of Payment to IITKGP(EMD/Tender fee)</th>
<th>Closing Date &amp; Time for Receipt of bids</th>
<th>Date &amp; Time for Opening Technical of Bid</th>
<th>Date &amp; Time for Opening of Price Bid</th>
<th>Engineer-in-charge and contact details</th>
<th>Address for tender issue, submission and opening</th>
<th>Website for full and updated information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIT No.: IIT/IW/EM/NIT/39/2022-23</td>
<td>Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur.</td>
<td>IIT Kharagpur. Kharagpur-721302</td>
<td>₹ 6,94,133/- (Rupees Six lakh ninety four thousand one hundred thirty three only)</td>
<td>365 days from date of start.</td>
<td>Two stage (Technical Bid &amp; Financial Bid)</td>
<td>Rs. 13883/- (Rupees Thirteen thousand eight hundred eighty three only)</td>
<td>i) Original Demand Draft/Pay Order has to be submitted physically at the office of SE (E&amp;M) on or before the due date/extended date of submission of bid. &amp; Scanned copy of Demand Draft/Pay Order has to be uploaded on <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ii) Demand Draft/Pay order to be drawn in favour of IIT Kharagpur payable at Kharagpur.</td>
<td>15th November 2022 up to 11:00 AM</td>
<td>16th November 2022 at 11:30 AM</td>
<td>To be informed later to the successful bidder</td>
<td>Mr. S. Ghosh, Sr. Executive Engineer (E&amp;M), Mobile No.9434369369. Email: <a href="mailto:sghosh@hijli.iitkgp.ac.in">sghosh@hijli.iitkgp.ac.in</a> Tel: 03222-282522,</td>
<td>Office of the Superintending Engineer (E&amp;M), 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302</td>
<td><a href="http://www1.iitkgp.ac.in/topfiles/tenders.php">http://www1.iitkgp.ac.in/topfiles/tenders.php</a>; <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
</tbody>
</table>

1.3. ELIGIBILITY CRITERIA

1.3.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs or OEM or Authorized supplier and installer of OEM (Authority must be signed by OEM official not lower than General Manager or equivalent in corporate structure or those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization.

1.3.2. The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works for projects each of value 60% of the estimated cost or 3 (THREE) similar work for projects each of value 40% of the estimated cost with Government/ Semi-government/ PSU/ Government Funded Autonomous Organization during last 7 (seven) years preceding last date of the month of tender submission.

Note:
(i) The estimated cost is Rs. 6,94,133/- (Rupees Six lakh ninety four thousand one hundred thirty three only)

(ii) 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 the last date of receipt of applications for tender.

(iii) Similar works shall mean: Electrical renovation and modification works.

1.3.3. The bidder or the specialized agency the bidder intends to associate with must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.

1.3.4. Electrical work shall be executed by selected bidder through agency holding Electrical license valid on date of execution.

1.3.5. The registrations and licenses should be valid during the execution phase.

1.3.6. The Average annual turnover of the bidder as per ITCC or profit & loss statement shall not be less than 30% of the estimated cost of project, not having incurred loss in more than two years, during last 5 years ending 31 Mar 2022. The documents submitted should be duly certified and audited by Chartered Accountant.

1.3.7. Net worth Certificate of minimum 15% of the estimated cost i.e. Rs. 1,04,120/- issued by certified chartered accountants is to be submitted. Format for the same is enclosed in Annexure-V.

Senior Executive Engineer (E&M)
On behalf of the Director, Indian Institute of Technology Kharagpur

Copy to:
1) Registrar
2) Dean, Infra
3) Chief Engineer
4) Superintending Engineer (E&M)
5) Deputy Registrar (F&A)
6) Deputy Registrar (Audit)
7) Deputy Registrar (S&P)
8) Mr. M. Kumar, Senior Executive Engineer (EW)
9) Executive Engineer (EW)
10) Assistant Engineer/ Jr. Engineer (E&M)
11) Notice Board
12) Tender Notice uploaded to CPPP portal & Institute Website
2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

2.1.1 The IIT KGP intends for Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur.

2.1.2 Constraint: The job needs to be executed in Academic area without causing any disturbances to the normal functioning of routine activities/ road networks.

2.1.3 The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.

2.2 GENERAL INSTRUCTIONS

2.2.1 Bidding documents are to be obtained electronically through websites: http://www1.iitkgp.ac.in/topfiles/tenders.php, https://eprocure.gov.in/eprocure/app.

2.2.2 This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on http://www1.iitkgp.ac.in/topfiles/tenders.php.

2.2.3 The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.

2.2.4 IITKGP shall not provide any space at site for labour hutments.

2.2.5 All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. Intending bidder(s) may also send their queries or suggestion, if any, through e-mail to the Engineer-in-charge on sghosh@hijli.iitkgp.ac.in on or before 15th November 2022, 10:00 hrs. No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.

2.2.6 Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals / organizations for whom such works have been executed shall not be accepted.

2.2.7 The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Addendum/Corrigenda, Clarifications to Pre-bid queries can be downloaded from the websites: i) http://www1.iitkgp.ac.in/topfiles/tenders.php; ii) https://eprocure.gov.in/eprocure/app. Corrigenda, if any shall be published only on these websites sat any time before the closing time of tender. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrigendum’s/addendums.

2.2.8 All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore.

2.2.9 Rates quoted by the bidders shall be inclusive of GST (Goods and Services Tax - Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.

2.2.10 Exemption to IITKGP against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITKGP after award shall be passed on to IITKGP by the contractor without dispute.

2.2.11 IITKGP reserves the right to reject any or all of the bids without assigning any reason.

2.2.12 Bid Validity: Bid shall remain valid for 120 days from the date of submission.

2.2.13 Firm Price: Bidder’s quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

2.2.14 If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if the such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 01 (One) years.

2.2.15 Earnest Money Deposit (EMD): As Money Deposit (EMD) of requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Technical Bid explained in following section.
2.2.16 Refund / Conversion of Earnest Money Deposit: The Earnest Money received shall be refunded to the unsuccessful bidder without any interest after the opening of financial bids. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.

2.2.17 Forfeiture of Earnest Money Deposit: Earnest Money Deposit will be forfeited in any of the following cases:

2.2.18 The bidder withdraws / modifies his tender during the period of Bid Validity.

2.2.19 The bidder, in case of tie between lowest bids, refuse to submit revised offer.

2.2.20 The bidder does not accept the correction of arithmetical errors of his tender.

2.2.21 The bidder fails to deposit Performance Guarantee and information as per format given in GCC within the stipulated time period before award of the work.

2.3 SUBMISSION OF TENDER

2.3.1 Help for Contractors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]

2.3.2 It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT KHARAGPUR.

2.3.3 It is mandatory for the bidders to get their firm /company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

2.3.4 Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.

2.3.5 Bidders may download and refer the “Instructions for Online Bid Submission” from (https://eprocure.gov.in/eprocure/app;jsessionid=2A56E178EED5C7DB536175EFBB573C9F.eprocgep2?page=HelpForContractors&service=page).

2.3.6 The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”. Hence, physical submission of the documents is limited to submission of MSE registration certificate as per provision given in sub-clause 1.2.7 of NIT & 2.2.15 of Information to Bidders.

Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.

2.3.7 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app (“Server System Clock Time”) shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

2.3.8 The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

2.3.9 The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

2.3.10 Any tender received without original Earnest Money in the form as specified in clause 1.2.7 of tender documents shall not be considered and shall be summarily rejected.

2.3.11 IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT KHARAGPUR’s assessment of suitability as per eligibility criteria shall be final and binding.

2.3.12 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. The decision of IIT KHARAGPUR in this regard shall be final and binding.

2.3.13 KHARAGPUR in this regard shall be final and binding. The sealed EMDS shall be received at the Office of Superintending Engineer (Electrical), 1st Floor, Old Building, IIT Khargpur, Khargpur WB 721302, up to 11.00 hrs. 15th November, 2022 or Corrigenda otherwise. EMD received after the due date and time shall not be considered. The EMDS shall be submitted in a sealed envelope super scribed “Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur” with NIT No. IIT/IW/EM/NIT/39/2022-23 as NIT No., clearly super scribed as “EMD “.
2.4 EVALUATION OF BIDS AND AWARD OF WORK

2.4.1 The Bid of bidder will be opened on the specified date and time. Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted Earnest Money Deposit shall be considered for evaluation.

2.4.2 The Bid of bidder will be opened electronically on the specified date and time of opening at the Electrical Maintenance Section, 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 in the presence of willing bidders or their authorized representatives.

2.4.3 Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the Technically Qualified Bidders.

2.4.4 Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned at Para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.4.5 IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.

2.4.6 On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.

2.4.7 EVALUATION OF Financial Bids: The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.

2.4.8 Letter of Acceptance: The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit, details of his Technical Staff to be deployed as per ANNEXUREI, and complaint handling arrangement for the Defect Liability Period.

2.4.9 Letter of Award (Work Order) shall be issued to the successful bidder only after receipt of the Performance Guarantee, along with Program Schedule, details of Technical Staffs to be deployed for the work and Complaint Redressal Mechanism as per following para. (a) Contractor shall submit Complaint redressal arrangement with name & contact number of the contractor’s authorized representative for the purpose.

2.4.10 Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee within 10 days of the Letter of Award.

2.4.11 Date of start of work shall be reckoned from the 07th day of the issue of the Letter of Acceptance.

2.4.12 Defect Liability Period (DLP): In partial modification to clause no.16 of General Conditions of Contract (GCC), the Defect Liability Period shall be 12 months after the certificate final or otherwise of its completion of work or till the final bill has been prepared.

2.5 COMPLAINT REDRESSAL MECHANISM

2.5.1 All maintenance complaints shall be got addressed by the contractor to the satisfaction of Engineer-in-charge within 3 days from the date of issuance of the “Job Card” from IIT Kharagpur.

2.5.2 Complaints requiring completion time more than 3 days shall be responded specifically by the contractor with the scheme, in consultation with Engineer-in-charge, and timeline for compliance, to the Engineer-in-charge within 3 days from the date of issuance of the “Job"

2.5.3 Any complaint left unattended by the contractor beyond 3 days without specific reasons on record shall attract levy of penalty of Rs 50/- per complaint per day from 4th day to 7th day and Rs 100/- per complaint per day thereafter recoverable from dues to the contractor.

2.1 BIDDING CAPACITY OF CONTRACTORS

1) The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

\[ \text{Bidding Capacity} = \left[ AXNx2-B \right] \]

Where,

A = Maximum turnover in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum.

N= Number of years prescribed for completion of work for which bids has been invited.

B= Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.
2. UNDERTAKING BY THE BIDDER

UNDERTAKING

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing.

We agree to keep the tender open for 120 days from the last date of its submission and not to make any modifications in its terms and conditions. A sum of Rs. __________ has been deposited in cash / demand draft of a scheduled bank / Pay order as earnest money. If I / we, fail to furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Indian Institute of Technology Kharagpur or his authorized officer 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 the Director, Indian Institute of Technology Kharagpur shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Further, I / We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I / We shall be debarred for participation in the re-tendering process of the work.

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 there-from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Seal & Signature of Contractor
Postal Address

Dated

Witness

Address

Occupation
ANNEXURE-I

**TECHNICAL STAFF OF CONTRACTOR**

Name of the Work: Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur.

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>NAME</th>
<th>QUALIFICATION</th>
<th>EXPERIENCE</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Project In-charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineer - Structure and Civil Works</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Engineer – Electrical &amp; Mechanical Works</td>
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<tr>
<td>In-charge - Safety, Health &amp; Environment</td>
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<td>In-charge for Maintenance (DLP) period</td>
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</tbody>
</table>

Seal & Signature of Contractor
ANNEXURE - II

UNDERTAKING FOR GCC COMPLIANCE

UNDERTAKING

We hereby undertake that we shall fulfill all the terms & conditions within the specified time frame, after the acceptance of our offer in case our offer is accepted; failing which IIT Kharagpur may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT Kharagpur works.

Seal & Signature of Contractor

DATED:
Bid Security Declaration Form

Date: ____________________________ Tender No. ________________________________ To (Insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/we may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on .................................................. day of .................................................. (Insert date of signing)

Corporate seal (where applicable)
# ANNEXURE - IV

## DETAILS OF THE FIRM

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of Firm</td>
</tr>
<tr>
<td>2.</td>
<td>Registered / Postal Address</td>
</tr>
<tr>
<td>3.</td>
<td>Working Office Address</td>
</tr>
<tr>
<td>4.</td>
<td>Working Email id</td>
</tr>
<tr>
<td>5.</td>
<td>Mobile No.</td>
</tr>
<tr>
<td>6.</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>7.</td>
<td>Particulars of Registration with various government bodies/organization.</td>
</tr>
<tr>
<td>8.</td>
<td>Were you ever debarred/ blacklisted by any department during the past seven years?</td>
</tr>
<tr>
<td>9.</td>
<td>Name of Directors /Partners with Address</td>
</tr>
<tr>
<td>10.</td>
<td>Permanent Account Number (PAN) No</td>
</tr>
<tr>
<td>11.</td>
<td>GST Registration No.</td>
</tr>
</tbody>
</table>
ANNEXURE-V

Format for Net Worth Certificate

It is to certify that as per the audited balance sheet and profit & loss account during the financial year .................., the net worth of ... (individual/farm/company) having registered address at ......................... as on 31.3.2021 is Rs.........................after considering all liabilities. It is further certified that the net worth of the company has not eroded by more than 30% in the last three years ending on 31.3.2021.

Signature of Chartered Accountant

............... 

Name of Chartered Accountant

............... 

Membership No. of ICAI

Date & Seal
1. Checklist for Documents to be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Documents (sign. With stamp on each page)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EMD scan copy (has to be submitted physically at the office of SE (E&amp;M) on or before the due date/extended date of submission of bid.)</td>
<td>1.2.5</td>
</tr>
<tr>
<td>3.</td>
<td>Company registered by Govt. Organisation like CPWD/PWD/MES/Autonomous bodies or Other PSUs</td>
<td>1.3.3</td>
</tr>
<tr>
<td>4.</td>
<td>GST Registration Certificate</td>
<td>1.3.3</td>
</tr>
<tr>
<td>5.</td>
<td>Permanent Account Number</td>
<td>1.3.3</td>
</tr>
<tr>
<td>6.</td>
<td>Completion Certificate during last 07yrs. with work order of ongoing work for calculation of Bidding capacity</td>
<td>1.3.2</td>
</tr>
<tr>
<td>7.</td>
<td>Updated Electrical Contractor License</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>ANNEXURE-I, II, III, IV and V</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>The Average annual turnover of the bidder as per ITCC or profit &amp; loss statement, during last 5 years ending 31 Mar 2022.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Percentage BOQ</strong> under financial bid section</td>
<td></td>
</tr>
</tbody>
</table>

**Please upload necessary documents only.**

Signature of contractor
Scope of Work

The existing stock of Fans (Ceiling, Exhaust, Wall mounted) under E&M Works Section:-

a) There are a total of 12500 Ceiling & 950 Exhaust Fans in the Halls.
b) There are approximately 10000 Ceiling fans in the Residential Campus.
c) Academic area has 15000 of Ceiling fans.

Currently the damaged fans dumped in the Institute repair shop is as under:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of Fans</th>
<th>Number of Fans</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ceiling Fans</td>
<td>800</td>
</tr>
<tr>
<td>2.</td>
<td>Exhaust Fans</td>
<td>200</td>
</tr>
<tr>
<td>3.</td>
<td>Wall mounted Fans</td>
<td>60</td>
</tr>
</tbody>
</table>

Last year the numbers of fans repaired are as following:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of Fans</th>
<th>Number of Fans (Halls)</th>
<th>Number of Fans (Campus)</th>
<th>Number of Fans (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ceiling Fans</td>
<td>1448</td>
<td>70</td>
<td>55</td>
</tr>
<tr>
<td>2.</td>
<td>Exhaust Fans</td>
<td>146</td>
<td>20</td>
<td>38</td>
</tr>
<tr>
<td>3.</td>
<td>Wall mounted Fans</td>
<td>50</td>
<td>10</td>
<td>85</td>
</tr>
</tbody>
</table>

1. The replacement purposed and the AMC for the repairs of the damaged fans in Halls, Campus and Academic area are unrelated issues. The agency selected through the tender will repair all fans from Halls, Campus and Academic area pays as per actual work done at rates quoted in the BOQ.

2. The electricity wings of all Hall service center, Campus maintenance section and Academic section of the Institute collect the damaged fans from the user and transfer them to the Workshop. The later gets the fans repaired through the Agency selected through Tender and return them to the respective service centers. If there are defects in the repairing, the respective Institute electrical service section returns the fan to the Workshop for necessary rectification with no additional charges.

3. Around 1000 fans of various sizes will be repaired.
## Name of work:
Electrical works associated with Annual Electrical Maintenance Contract (AMC) for testing, repairing, overhauling and rewinding of various types of Fans and Motors, installation and testing and repairing of various types of starters, starter panels etc. in the Institute academic area, Halls of Residences area and Residential Campus at IIT Kharagpur.

### Schedule of Quantities (SOQ)

<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Description</th>
<th>Unit</th>
<th>Qty.</th>
<th>Unit Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>overhauling and servicing of ceiling fan/exhaust fan/wall fan/ pedestal fan by checking the wire insulation, connection and applying new grease to the bearing, oil seal cleaning &amp; oiling, replacement of bushes and shafts, nuts &amp; bolts, safety pin, insulator etc as required.</td>
<td>no</td>
<td>400</td>
<td>82.35</td>
<td>32940.00</td>
</tr>
<tr>
<td>2</td>
<td>Complete rewinding of faulty fans with overhauling and servicing and applying new grease to the bearing, oil seal cleaning &amp; oiling, replacement of bushes and shafts, nuts &amp; bolts, safety pin, insulator, flexible wire etc. as required of following size as per standard code of practice with equivalent/approved SWG GR-1 super enamelled copper wire after cleaning of all types of fans. Make: RR Shramik/Eqv. Approved by EIC</td>
<td>no</td>
<td>600</td>
<td>497.39</td>
<td>298434.00</td>
</tr>
<tr>
<td>a)</td>
<td>Ceiling fan (48&quot;)</td>
<td>no</td>
<td>600</td>
<td>497.39</td>
<td>298434.00</td>
</tr>
<tr>
<td>b)</td>
<td>Ceiling fan (56&quot;)</td>
<td>no</td>
<td>100</td>
<td>543.51</td>
<td>54351.00</td>
</tr>
<tr>
<td>c)</td>
<td>Exhaust fan (9&quot;)</td>
<td>no</td>
<td>17</td>
<td>465.55</td>
<td>7914.35</td>
</tr>
<tr>
<td>d)</td>
<td>Exhaust fan (12&quot;)</td>
<td>no</td>
<td>155</td>
<td>465.55</td>
<td>72160.25</td>
</tr>
<tr>
<td>e)</td>
<td>Exhaust fan (15&quot;)</td>
<td>no</td>
<td>5</td>
<td>575.35</td>
<td>2876.75</td>
</tr>
<tr>
<td>f)</td>
<td>Exhaust fan (18&quot;)</td>
<td>no</td>
<td>60</td>
<td>575.35</td>
<td>34521.00</td>
</tr>
<tr>
<td>g)</td>
<td>Exhaust fan (24&quot;)</td>
<td>no</td>
<td>9</td>
<td>746.64</td>
<td>6719.76</td>
</tr>
<tr>
<td>h)</td>
<td>Wall fan (16&quot;)</td>
<td>no</td>
<td>90</td>
<td>543.51</td>
<td>48915.90</td>
</tr>
<tr>
<td>i)</td>
<td>Air circulate Wall fan (24&quot;)</td>
<td>no</td>
<td>5</td>
<td>745.54</td>
<td>3727.70</td>
</tr>
<tr>
<td>j)</td>
<td>Pedestal fan (16&quot;)</td>
<td>no</td>
<td>30</td>
<td>576.45</td>
<td>17293.50</td>
</tr>
<tr>
<td>k)</td>
<td>Pedestal fan (24&quot;)</td>
<td>no</td>
<td>10</td>
<td>746.64</td>
<td>7466.40</td>
</tr>
<tr>
<td>3</td>
<td>Supplying and replacing of Shaft &amp; bush of all size of different type of fans.</td>
<td>no</td>
<td>70</td>
<td>109.80</td>
<td>7686.00</td>
</tr>
<tr>
<td>4</td>
<td>Supplying and replacing of following sizes of faulty bearing with proper greasing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Bearing 6201</td>
<td>no</td>
<td>60</td>
<td>27.00</td>
<td>1620.00</td>
</tr>
<tr>
<td>b)</td>
<td>Bearing 6202</td>
<td>no</td>
<td>150</td>
<td>29.00</td>
<td>4350.00</td>
</tr>
<tr>
<td>c)</td>
<td>Bearing 6203</td>
<td>no</td>
<td>130</td>
<td>29.00</td>
<td>3770.00</td>
</tr>
<tr>
<td>d)</td>
<td>Bearing 6204</td>
<td>no</td>
<td>20</td>
<td>29.00</td>
<td>580.00</td>
</tr>
<tr>
<td>5</td>
<td>Painting of all types of fans with two coats of paint of approved brand and manufacture to give an even shade, including cleaning of surface with detergent etc. as required.</td>
<td>no</td>
<td>400</td>
<td>97.72</td>
<td>39088.00</td>
</tr>
<tr>
<td>6</td>
<td>Supplying and replacing of following sizes of faulty condenser of metal body of EPCOS/ Havells/ approved by EIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Capacitor of 1.5 MFD</td>
<td>no</td>
<td>30</td>
<td>29.33</td>
<td>879.90</td>
</tr>
<tr>
<td>b)</td>
<td>Capacitor of 2.0 MFD</td>
<td>no</td>
<td>240</td>
<td>28.55</td>
<td>6852.00</td>
</tr>
<tr>
<td>c)</td>
<td>Capacitor of 2.25 MFD</td>
<td>no</td>
<td>140</td>
<td>28.55</td>
<td>3997.00</td>
</tr>
<tr>
<td>d)</td>
<td>Capacitor of 2.5 MFD</td>
<td>no</td>
<td>300</td>
<td>28.55</td>
<td>8565.00</td>
</tr>
<tr>
<td>e)</td>
<td>Capacitor of 3.15 MFD</td>
<td>no</td>
<td>25</td>
<td>33.20</td>
<td>830.00</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td>Rate</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------</td>
<td>----------</td>
<td>-------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td>Capacitor of 4.0 MFD</td>
<td>no 20</td>
<td>37.07</td>
<td>741.40</td>
<td></td>
</tr>
<tr>
<td>g)</td>
<td>Capacitor of 6.0 MFD</td>
<td>no 24</td>
<td>50.90</td>
<td>1221.60</td>
<td></td>
</tr>
<tr>
<td>h)</td>
<td>Capacitor of 8.0 MFD</td>
<td>no 10</td>
<td>59.76</td>
<td>597.60</td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Capacitor of 10.0 MFD</td>
<td>no 10</td>
<td>64.19</td>
<td>641.90</td>
<td></td>
</tr>
<tr>
<td>j)</td>
<td>Capacitor of 15.0 MFD</td>
<td>no 10</td>
<td>86.32</td>
<td>863.20</td>
<td></td>
</tr>
<tr>
<td>k)</td>
<td>Capacitor of 20.0 MFD</td>
<td>no 5</td>
<td>108.39</td>
<td>541.95</td>
<td></td>
</tr>
<tr>
<td>l)</td>
<td>Capacitor of 60/80 MFD</td>
<td>no 5</td>
<td>146.09</td>
<td>730.45</td>
<td></td>
</tr>
<tr>
<td>m)</td>
<td>Capacitor of 80/100 MFD</td>
<td>no 5</td>
<td>177.09</td>
<td>885.45</td>
<td></td>
</tr>
<tr>
<td>n)</td>
<td>Capacitor of 100/120 MFD</td>
<td>no 5</td>
<td>234.64</td>
<td>1173.20</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Numbering of all fans as required</td>
<td>no 850</td>
<td>2.00</td>
<td>1700.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Replacing of rubber bush, nuts &amp; bolts with washer and safety pin of different size.</td>
<td>no 75</td>
<td>54.90</td>
<td>4117.50</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Replacing of GI nuts and bolts with washer.</td>
<td>no 64</td>
<td>24.16</td>
<td>1546.24</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Supplying and fixing of 145 degree centregrate thermister in wall fan.</td>
<td>no 30</td>
<td>49.41</td>
<td>1482.30</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Supplying and fixing of following size of exhaust fan blade.</td>
<td>no 5</td>
<td>247.05</td>
<td>1235.25</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Upto 12&quot; exhaust fan.</td>
<td>no 5</td>
<td>247.05</td>
<td>1235.25</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Upto 15&quot; exhaust fan.</td>
<td>no 2</td>
<td>1482.30</td>
<td>2964.60</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Upto 18&quot; exhaust fan.</td>
<td>no 2</td>
<td>1811.70</td>
<td>3623.40</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Supplying and fixing of 48&quot;ceiling fan blade</td>
<td>no 4</td>
<td>532.53</td>
<td>2130.12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Supplying and fixing of ceiling fan canopy.</td>
<td>no 58</td>
<td>19.76</td>
<td>1146.08</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Supplying and fixing for pvc blade for wall fan/pedestal fan.</td>
<td>no 20</td>
<td>62.59</td>
<td>1251.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Amount</strong></td>
<td></td>
<td></td>
<td>694132.55</td>
<td></td>
</tr>
</tbody>
</table>

**Please submit Percentage E-BOQ under financial bid section in the [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) Portal for E-Tendering.**

**Special instruction related with BOQ**

The term & conditions of the maintenance works will be as per the following norms.

1) The contractor has to maintain a log book and daily fans/motors are to be noted and signed by the Institute Engineer-in-charge. Physical maintaining on the fans as a proof that the contractor has rectified the fans for future.
2) Disposition of old bearing and issuance of new bearing when bearing are needed for replacement. The total purchased bearing are to be handed over to the department with appropriated challan and document.
3) The old and defective fan coils/spare parts etc. are to be handed over to the department and the quantity are to be cross checked with the repaired quantities.
4) Skilled and Unskilled worker to be engaged as instructed by Engineer-in-charge
**Special Condition for Electrical work**

1. The work shall be carried out as per national code or C. P. W. D specifications for works with correction slips issued up-to date unless otherwise specified in the schedule of quantities for the works.

2. The following Indian Standard Specifications and Codes of Practice will apply to the equipment and the work covered by the scope of this contract. In addition the relevant clauses of the Indian Electricity Act 1910 and Indian Electricity Rules 1956 as amended up to date shall also apply. Wherever appropriate Indian Standards are not available, relevant British and/or IEC Standards shall be applicable.

   BIS certified equipment shall be used as a part of the Contract in line with Government regulations. Necessary test certificates in support of the certification shall be submitted prior to supply of the equipment.

   It is to be noted that updated and current Standards shall be applicable irrespective of those listed below.

   - Low voltage Switchgear and Controlgear specifications IS 13947 : 1993
   - Part I – General
   - Part 2 – Circuit Breakers
   - Part 3 – Switch Fuse Units
   - Part 4 – Contactors and Motor Starters
   - Part 5 – Control Circuit Devices
   - Electrical Relays for power system protection IS 3231 : 1986
   - Low voltage Switchgear and Control gear assemblies IS 8623 : 1993
   - Marking of Switchgear busbars IS 11353 : 1985
   - Degree of Protection of Enclosures for low voltage switchgear IS 2147 : 1962
   - Code of Practice for selection, installation and maintenance of Switchgear IS 10118 : 1982

4. No under-ground work or above the false ceiling shall be covered until the same has got approved by the Engineer-in-charge. The contractor will supply the drawings of specific works for approval, if required.

5. All the old wiring has to be dismantled with proper care. The reusable old materials if any are to be handed over to departmental store with proper documentation and the other non reusable (nil reselling value) will be disposed by the contractor. The contractor shall clear the site thoroughly of all scaffolding materials & rubbish etc. left out of his work & dress the site around the building to the satisfactions & his decision in writing shall be final & binding on all concerned.

6. Special care to be taken to avoid any theft of electrical fittings and fixtures while executing the work.

7. The location of Panel / DB / Switch board / Light point / Fan point will be as per existing location or as per the instruction of Engineer-in-charge.

8. All the wiring will be done with feruling and cable / Wire termination by required size or lugs of required materials and it should be noted that license wire man shall only be allowed for the wiring work.

**Electrical safety at work site**

The contractor will identify one of the supervisors for taking care of implementation of Safety systems.

The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.

1. All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.

2. All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.

3. All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.

4. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.

5. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
6. Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.

7. All electrical connections shall be made using 3 or 5 core cables, having a earth wire.

8. Inserting of bare wires for tapping the power from electrical sockets is completely prohibited.

9. A tools and tackles inspection register must be maintained and updated regularly.

10. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.

11. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.

12. No children shall be allowed to enter the workplace.

13. All the lifting tools and tackles shall be stored properly when not in use.

14. Clamps shall be used on Return cables to ensure proper earthing for welding works.

15. All the pressure gauges used in gas cutting apparatus shall be in good working condition.

16. Proper eye washing facilities shall be made in areas where chemicals are handled.

17. Connectors and hose clamps are used for making welding hose connections.

18. All underground cables for supplying construction power shall be routed using conduit pipes.

19. Spill trays shall be used to contain the oil spills while transferring / storing them.

20. Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.

21. Non-compliance to above shall invite a penalty recovery as per 3.22.8.