




Government eProcurement System		eProcurement System Government of India	
Tender Details		Date : 22-Feb-2025 05:27 PM	
		 Print	
Basic Details			
Organisation Chain	Indian Institute of Technology Indore Infrastructure Development Office - IITI		
Tender Reference Number	IITI/IDO/M/E/OMMRS/NIT/2425/08		
Tender ID	2025_IITI_850554_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	
	1	R-T-G-S	
	2	NEFT	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Document
2	Finance	.xls	BOQ
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	2,70,259
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No	EMD Exemption Allowed	Yes
		EMD Fee Type	fixed
		EMD Payable To	Registrar, IIT Indore
		EMD Percentage	NA
		EMD Payable At	IITI
Click to view modification history			
Work /Item(s)			
Title	Non comprehensive AMC		
Work Description	Non Comprehensive Annual Operation and Maintenance Contract of MRS 04 nos ESS 6 nos DG sets and Comprehensive Mandatory Annual Maintenance Contract of 05 nos DG sets of IIT Indore		
Pre Qualification Details	As per tender specifications		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	Yes		
Tender Value in ₹	1,35,12,954	Product Category	AMC/ Maintenance Contracts
		Sub category	Electrical Works
Contract Type	Tender	Bid Validity(Days)	180
		Period Of Work(Days)	365
Location	IIT Indore	Pincode	453552
		Pre Bid Meeting Place	Maintenance Office

 Pre Bid Meeting Address	Maintenance Office LG 12 Central Dining Hall I	Pre Bid Meeting Date	24-Feb-2025 11:00 AM	Bid Opening Place	Maintenance Office LG 12 Central Dining Hall I
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	22-Feb-2025 05:30 PM	Bid Opening Date	01-Mar-2025 03:15 PM
Document Download / Sale Start Date	22-Feb-2025 05:45 PM	Document Download / Sale End Date	28-Feb-2025 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	22-Feb-2025 06:00 PM	Bid Submission End Date	28-Feb-2025 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Non Comprehensive Annual Operation and Maintenance Contract of MRS 04 nos ESS 6 nos DG sets and Comprehensive Mandatory Annual Maintenance Contract of 05 nos DG sets of IIT Indore	1844.22

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_894103.xls	BOQ	320.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	devendra@iiti.ac.in	Devendra Gurjar	DEVENDRA GURJAR
2.	shailendrajat@iiti.ac.in	shailendra Jat	SHAIENDRA KUMAR JAT
3.	chainika@iiti.ac.in	Chainika Malhotra	CHAINIKA MALHOTRA
4.	sherinjacob@iiti.ac.in	Sherin Jacob	SHERIN JACOB

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	GeM non availability report
Document Name	gemreport.pdf
Document Size (in KB)	34.87

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking			
S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

संस्कृतम् ज्ञानम्

Tender Inviting Authority	
Name	Maintenance Incharge
Address	Maintenance Office LG 12 Central Dining Hall I

Tender Creator Details	
Created By	Sherin Jacob
Designation	Deputy Engineer-Elect.
Created Date	22-Feb-2025 05:14 PM



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

*Infrastructure
Development
Office*

INDIAN INSTITUTE OF TECHNOLOGY INDORE

SIMROL, KHANDWA ROAD, INDORE 453552

www.iiti.ac.in



TENDER DOCUMENT

FOR

Non-comprehensive Annual Operation & Maintenance Contract of Main Receiving Substation (MRS) & 04 Nos. Load Substations (ESS), 6 nos. D.G set and Comprehensive (Mandatory) Annual Maintenance Contract of 05 Nos. D.G. sets at IIT Indore.



NIT No. - IITI/IDO/Maint./E/O&M-MRS/NIT/2024-25/08

TENDER NOTICE

INDIAN INSTITUTE OF TECHNOLOGY INDORE	
Notice Inviting Tender	
The Maintenance in Charge IIT Indore invites online item rate tenders in two bid system on behalf of IIT Indore for following work(s):-	
NIT No.: IITI/IDO/Maint./E/O&M-MRS/NIT/2024-25/08	February 22, 2025
Name of Work: Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS, 6 nos. D.G sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore.	
Estimated Composite Cost : Rs. 1,35,12,954 /-	
Earnest Money Deposit: Rs. 2,70,259 /- (Note- EMD Fee already deposited for the said tender will be accepted)	
Time of Completion: One Year	
Date of availability of tender document for download from 22/02/2025 to 28/02/2025 (3:00 P.M.) can be seen on website http://iiti.ac.in/tenders/tender, and downloaded free of cost and shall be submitted online on central public procurement portal (CPPP)	
Pre-bid meeting is scheduled on 24/02/2025 at 11:00 A.M. at Maintenance Office, LG-12, Central Dining Hall, IIT Indore.	
Last date of submission of bids up to 3.00 P.M. of 28/02/2025.	
Time and date of opening of eligibility bid: 01/03/2025 at 3:15 P.M.	



INDIAN INSTITUTE OF TECHNOLOGY INDORE

SIMROL, KHANDWA ROAD, INDORE 453552

www.iiti.ac.in

TENDER FOR “Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS , 6 nos. D.G sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore”.

The Maintenance in Charge, IIT Indore on behalf of IIT Indore invites online item rate tenders for “**Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS, 6 nos. D.G sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore**” from reputed agency of electrical works:

Name of Work : Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS, 6 nos. D.G sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore.

Estimated Cost : Rs. 1,35,12,954 /-(One Crore Thirty Five Lakhs Twelve Thousand Nine Hundred and Fifty Four Only)

Earnest Money : Rs. 2,70,259 /-(Two Lakh Seventy Thousand Two Hundred and Fifty Nine Only)



Table of Contents of documents.

Tender documents consist of : 82 Pages

Sr.No.	Description	Page
1.	Notice Inviting Tender	1-3
2.	Table of Contents.	04
3.	Instruction For Online Bid Submission	05
4.	General Instruction to Bidders.	09
5.	Articles of Agreement	18
6.	Tender Form	21
7.	Statement I to VI	24
8.	General Conditions of Contract.	27
9.	Special Condition of Contract.	28
10.	Commercial and Additional Conditions	36
11.	Proforma of Schedules	52
12.	Scope of Work	58
13.	Check List to Accompany the Tender	79
14.	Price Bid	81

The Tenderer shall be deemed to have examined all instructions, forms, terms, and specifications in the Documents. Failure to furnish the information required by the Tender Document or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of the Tender.

The several documents forming the contract are to be taken as mutually explanatory of one another, and Special Conditions are in preference to General Conditions.



Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtain at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the E-Tender module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /n Code /e Mudhra etc.),with their profile.
- 5) Only on valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.



SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other key words etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective,, My Tenders "folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or,"



Other Important Documents"" are available to them to upload such documents. These documents may be directly submitted from the "My Space" are a while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should login to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quote and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
- 4) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption



Techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using these cured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to a symmetric encryption using buyers/bid opener"s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tenderer the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk.



GENERAL INSTRUCTIONS TO THE BIDDERS

- 1.0 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in PDF format.
- 2.0 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e- token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3.0 Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for E-Tender at <http://eprocure.gov.in/eprocure/app>

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for anyone or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

For taking assistance for bid submission, if any

CPP Portal website:
www.eprocure.gov.in CPP Portal Help
Desk Toll Free No.:18002337315,
180030702232



4.0 Scope of Tender:

Indian Institute of Technology, Indore (IITI) invites online item rate tenders for “Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS,6 nos. D.G sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore”. The successful tenderer shall complete the works within the completion period specified in the Notice Inviting Tenders (NIT).

5.0 Non-Association / Relation:

Should a contractor or a tenderer have a relative, employed in IITI or in case of partnership firm or company incorporated under the Indian company act, should a partner or relative of the partner or a share holder be employed in a responsible capacity in IITI, the authority inviting the tender should be informed of the fact at the time of submission of tender, failing which the tender may be rejected. If such a fact is suppressed at the time of tendering and comes to light at any time after acceptance of tender, the contract may be rescinded.

6.0 Eligibility Criteria:

6.1. Registered with any government organization along with Grade ‘A’ Electrical Inspectorate Licence from Govt. of M.P. (Undertaking may be given to submit the license within one month after receiving the ‘LOA’) and should have executed similar nature of works during the last seven financial years ending with March 2024 as mentioned below.

One similar nature of work (Industrial) costing not less than Rs. 1,08,10,363

or

Two similar nature of works (Industrial) costing not less than Rs. 81,07,772.

or

Three similar nature of works (Industrial) costing not less than Rs. 54,05,181.

Similar Works:

“INSTALLATION / COMMISSIONING / TESTING / OPERATION / MAINTENANCE OF ELECTRICAL SYSTEM OF MINIMUM 33 KV SUBSTATION, D.G. SETS and ROOFTOP SOLAR POWER SYSTEMS.”

6.2 Contractor should have been maintaining an average annual turnover of Rs. 59.77 lacs during the last three financial years ending with March 2024 as per statement - I.



- 6.3 The tenderer should submit details of works completed during last 7 years with year ending on 31st march 2024 and works on hand as per the proforma available in tender document as per statement - II.
- 6.4. The tenderer shall furnish a copy of valid GST registration with commercial tax department.
- 6.5 The tenderer shall furnish a copy of valid labor licence from Govt. of M.P. or Undertaking for submission of the same within one months after getting 'LOA'.
- 6.6 The tenderer should furnish copy of permanent account number (PAN) and copy of current last 03 years latest income tax returns submitting along the proof of receipt.
- 6.7 Current solvency certificate minimum of Rs. 54, 05,181 /- (Rupees Fifty Four lakhs Five Thousand One Hundred and Eighty One) in original from a scheduled commercial bank. The certificate should be of current financial year (2024-2025).
- 6.8 Details of works in hand and, yet to be completed as on the date of submission of the tender and works for which tender have been submitted are to be furnished as per statement – III.
- 7.0 The tenderer should furnish information on litigation history in which the tenderer is the petitioner as per the statement – VI.

8.0 Cost of Tendering: The Tenderer shall bear all costs associated with the preparation and submission of his Tender, and the IITI will in no case/way be responsible and liable for those costs.

The Tenderer, at the tenderer's own responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Tender and entering a contract for "Non-Comprehensive Annual Operation & Maintenance Contract of MRS(Main receiving station), 04 nos. ESS (electrical substation), 6 nos. D.G sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore" and work execution at IITI, Indore. The costs of visiting the site shall be at the Tenderer's own expenses.

9.0 The tenderer should submit the particulars in the format specified in the tender schedule.

10.0 The Tenderer shall be deemed to have examined all instructions, forms, terms, and specifications in the Documents. Failure to furnish the information required by the Tender Document or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of the Tender.

The several documents forming the contract are to be taken as mutually explanatory of one another, and Special Conditions are in preference to General Conditions.



11.0 Amendment of Tendering Documents

Before the deadline for submission of Tenders, the IITI may modify the Tender documents by issuing addenda. Any addendum thus published on Institute's website shall be part of the Tender documents.

To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the IITI may extend, if necessary, the deadline for submission of Tenders.

12.0 Period of validity of Tender

The Tender shall remain valid for a period of 180 days after the last date of the submission of the tender. A Tender valid for a shorter period, may be rejected by the IITI.

13.0 Language of Tender:

The document shall be written in English language. The total amount should be written in the same language.

14.0 The Tender submitted by the Tenderer shall comprise of the following:

Technical bid comprising of:

Eligibility Criteria Information

Instructions to tenderers

Each page of the tender documents duly sealed & signed by the authorized person of the firm/ company as token of acceptance. If any deviation is proposed by the tenderer the same must be clearly indicated and enclosed as deviation list but tenders with significant deviations list and merely enclosing tenderer's printed conditions or their own terms and conditions will make the tender liable for rejection.

- Specifications
- Receipt of earnest money deposit as laid in these instructions to tenderers.



Price Bid comprising of :

Price Schedule with prices (Both in words and in figures) strictly in accordance with the price schedule format of the tender document. Departure from the price schedule format may render the tender liable for rejection.

15.0 Tender Prices

- a) The contract shall be for the whole works as described in tender document based on the priced Schedule of Quantities submitted by the Tenderer.
- b) The tender submitted on behalf of a Firm/Company, shall be signed by a person who has the proper legal authority on behalf of the Company to enter into the contract; otherwise, the tender is liable to be rejected. Each page of the tender document is required to be signed by the authorized person submitting the tender, affixing the Firm/company seal in token of their having examined and acquainted themselves with the contents of each page. The forms of tender are to be filled in completely. Any tender with any of the documents not duly signed is liable to be rejected.
- c) The Tenderer shall fill in the rates for all items of the Works described in the Schedule of items. In case the rates are not filled for any of the Items of Schedule of items, in such cases the rate will be considered as zero and the contractor has to accept for the amount arrived based on zero rate for non-quoted items. Failure to comply with either of these conditions will make the tender liable for rejection and forfeiture of Earnest money.
- d) The GST payable by the Contractor under the contract, or for any other cause, shall be included in the rates, prices. Tenderers must include in their rates, the cost of transportation of materials to site, GST rates under the HSN / SAC code should be included in price bid of BOQ. The taxes levied other than IT should be paid either directly by the contractor to the statutory authorities and challans/proof of payment with acknowledgement shall be provided by the contractor before release of the payment of next bill or shall be deducted at source. Contractor should also take a Group Insurance Policy for his Workmen, Supervisors and Engineers working on site for an adequate insurance cover. IITI shall not be responsible for any accident or any untoward/unforeseen event involving workmen, labor, supervisor or engineer or any person directly or indirectly associated with the execution of work. The insurance policy to be obtained by the successful Tenderer must be comprehensive and shall cover all associated risks (known and unknown) from any Government Insurance Company.
- e) The rates quoted in the tender shall include cost of telephone rent and call charges, for execution of work at site, hire for any tools and tackles, shed for materials,



marking out and transportation complete, cleaning the buildings and surroundings after execution of the total works and dumping the waste at designated place as directed by the IITI in all respects. The rates quoted in the tender shall be treated as rates for finally completing the item of work.

f) The rates and prices quoted by the Tenderer shall be fixed for the duration of the contract and shall not be subject to escalation or adjustment on any account even if the work is delayed due to unavoidable circumstances beyond the control of owner.

g) The calculations made by the tenderer should be based upon specifications of the items of work which are furnished in the Schedule of items,

The items of work irrespective of the quantities which may vary shall be Carried out at the same accepted tender rates and no escalation in the rates will be entertained whatsoever.

h) The tenderers must obtain for themselves on their own responsibility and their own expenses all the information which may be necessary, including risks, contingencies and other circumstances to enable them in making a proper tender and for entering into a contract.

16.0 Format and signing of Tender document.

- a) The tenderer shall fill online tender for “**Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS, 6 nos. D.G.sets and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore**”. which shall include Tender form duly signed by the tenderer on their letter head along with documents and priced BOQ document.
- b) The Tender shall contain no alterations or additions, except those to comply with instructions issued by the IITI, or as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the Tender. **ANY CONDITIONAL TENDER WILL BE SUMMARILY REJECTED.**

17.0 Clarification of Tenders

To assist in the examination, evaluation, and comparison of Tenders, the IITI may, at his discretion, ask any Tenderer for clarification of his Tender, including breakdowns of unit rates. The request for clarification and the response shall be in



Writing or by E-Mail, but no change in the price or substance of the Tender shall be sought, offered, or permitted.

18.0 Examination of Tenders and Determination of Responsiveness

Prior to the detailed evaluation of Tenders, the IITI will determine whether each Tender

- (a) meets the eligibility criteria;
- (b) has been properly signed and meets the requirements;
- (c) is accompanied by the required securities and;
- (d) Is substantially responsive to the requirements of the Tendering documents.

A substantially responsive Tender is one which confirms to all the terms, conditions, and specifications of the Tendering documents, without significant deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works (b) which limits in any substantial way, the IITI rights or the Tenderers' obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.

If a Tender is not substantially responsive, it will be rejected by the IITI, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

19.0 Correction of Errors

Errors in the Schedule of Quantities shall be dealt with in the following manner:

- i In the event of a discrepancy between the rates quoted in words and the rates in figures, rate quoted in words shall be deemed to be correct.
- ii In the event of an error occurring on account of arithmetical calculations the same shall be corrected according to rates written in words and quantities in B.O.Q.

20.0 Evaluation and Comparison of Tenders

- a) The IITI will evaluate and compare only the Tenders determined to be eligible and substantially responsive as per tender condition.



- b) Lowest bidder (L1) will be decided based on the rate quoted by individual bidder on total estimated cost of tender, subjected to negotiation, if beyond acceptable limit.

21.0 Award criteria

- a) The work will be awarded to the L1 bidder.
- b) The acceptance of Tender will rest with the IITI, which does not bind itself to accept the lowest tender and reserves to itself the authority to reject completely / partially, any or all of the Tender/s received without the assignment of a reason.
- c) The IITI reserves to itself the right of accepting the whole or any part of the Tender and the Tenderer shall be bound to supply / perform the same at the rate quoted.
- d) The IITI reserves to itself the right of omission of any item of work from the awarded tender at any time / stage during the execution of work.

22.0 Notification of award:

The successful Tenderer will be issued a Letter of Acceptance (LOA) / Purchase Order (PO) / Work order and the date of commencement of work will be as mentioned in the LOA or P.O. or W.O.

23.0 Performance Bank Guarantee.

The successful tenderer shall submit the performance bank guarantee for an amount equal to 5% of the tender amount in the form of Bank guarantee from nationalized bank within 15 days from issue of LOA/PO/ W.O. **Bank guarantee is to be valid for a period after one year of the actual date of completion.** This amount will be refunded after one year from the recorded completion certificate. This guarantee shall be submitted to A/C section IIT Indore directly through the bank.

Failure of the successful tender to make payment of performance guarantee shall constitute sufficient ground for the annulment of the award and forfeiture of EMD.

24.0 During Execution:

The Contractor shall carry out all the work strictly in accordance with the specifications and instructions of the IITI. The Contractor is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the schedule of quantities and rates. Schedule of instructions in respect of such additional items and their quantities will be issued in writing by the



IITI. Rates for such items of work will be from actual prevailing market rates of similar item along with transport, tax, installation, testing, commissioning with 15% as contractor's profit & overhead. The rates approved by the IITI in such cases will be final.

The Contractor shall get the quality of work done inspected for material and workmanship at different stages of execution as per instructions given by the IITI or their representative from time to time. Any item of work done which is found not conforming to the Contract shall be rejected by the IITI. The decision of the IITI in such cases shall be final.

The Contractor shall not be entitled to any compensation suffered by him on account of delays in commencing or executing the work whatever the cause of delay may be, including delays arising out of modifications to the work entrusted to him or in any subcontracts connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such other works or in procuring Government controlled or other building materials for any other reasons whatsoever. The IITI shall not be liable for any sum besides the tender amount, subject to such variations as are provided for herein and as instructed by the IITI. However, the necessary time extension will be given if the delays are not attributed to the Contractor.

25.0 IIT Indore reserves the right to use the contractor's deputed staff for any electrical work inside the IITI campus, nothing extra shall be paid on account of this.

26.0 This operation & maintenance contract will be valid for a period of one (01) year from the date of issue of work order/service order. However the contract may extend for next year on same terms and conditions if the contractors performance is found satisfactory. The performance would be evaluated by institute authorities before renewal of contract. Scope of work and cost of such extension may be mutually decided.



ARTICLES OF AGREEMENT

Made atthis day
of 2025

Between

.....
.....(hereinafter referred to as the IITI which expression shall include its heirs,
Executors, Administrators & Assignees) of the one part
and

.....
..... (Hereinafter referred to as the Contractor which
expression shall include his heirs, Executors, Administrators & Assignees) of the other part

WHEREAS the IITI is desirous of carrying out “**Non-Comprehensive Annual Operation & Maintenance Contract of MRS, 04 nos. ESS, 6 nos. D.G stes and Comprehensive (Mandatory) Annual Maintenance Contract of 05 nos. D.G. sets of IIT Indore**”, and the specifications and the priced Schedule of quantities have been signed by or on behalf of the parties hereto and WHEREAS the Contractor has agreed to execute up to and subject to the conditions set forth herein (hereinafter referred to as “the work shown against each purchase order” and described in “the said Specifications” and the said “Priced Schedule of Quantities at the respective Rates mentioned in the Priced Schedule/ Purchase Order of Quantities attached.

And WHEREAS the Contractor has agreed to the submit the performance guarantee to IITI for Rs. (Rupees.....
.....Only) by him as performance guarantee for the due fulfillment of the contract to the satisfaction of the owner.

NOW IT IS HEREBY AGREED AS FOLLOWS:

- (1) In consideration of the payments to be made to the Contractor as hereinafter provided he shall upon and subject to the conditions of contract execute and complete the works shown upon the said drawings and such further detailed drawings as may be furnished to him by the IITI and described in the Specifications and the said Priced Schedule of Quantities.
- (2) The IITI shall pay the Contractor such sums as shall become due and payable hereunder at the times and in the manner specified in the said conditions.



- (3) The tender agreement, documents and terms and conditions of NIT above mentioned shall form the basis of this Contract and the decision of the IITI as mentioned in the Conditions of the Contract in reference to all matters of dispute as to the material, workmanship or account and as to the intended interpretation of the clauses of this agreement or any other document attached hereto shall be final and binding on both parties.
- (4) The IITI reserves the right of altering the drawing and nature of work and of adding to or omitting any items of work and of having portions of the same carried out departmentally or otherwise and such alterations or variations shall be carried out without prejudice of this contract.
- (5) The said Contract comprises the work above mentioned and all subsidiary works connected there to within the same site as may be ordered to be done from time to time by the IITI even though such works may not be shown or described in the said specifications or the Priced Schedule of Quantities.
- (6) The said conditions shall be read and construed to be forming part of this agreement and the Parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively in such conditions contained.
- (7) All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Indore and only the courts in Indore alone shall have jurisdiction to determine the same.
- (8) The arbitrator for fulfilling the duties set forth in the arbitration clauses as defined with tender conditions of contract.
- (9) Arbitration: The Contract shall be governed by, and construed in accordance with the laws of India. The dispute will be settled following the provisions of Arbitration and Conciliation Act, 1996. Both Parties agree that the results and awards of any such arbitration shall be binding on both Parties. Venue of Arbitration shall be INDORE.
- (10) The several parts of this contract have been read to us and fully understood by us.

As witness our hands this..... day
of.....2025.....



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

**Infrastructure
 Development
 Office**

Signed by IITI (Maintenance In-Charge)

.....

in the presence of Witness

.....

Signed by the said Contractor

.....

In the presence of Witness

.....



INDIAN INSTITUTE OF TECHNOLOGY INDORE

TENDER FORM

Percentage Rate Tender/Item Rate Tender & Contract for Works (A) Tender for the work of

.....
.....

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

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

I/We..... agree to keep the tender open for ...days from the due date of its opening in case of single bid system from the date of opening of technical bid in case tenders are invited on 2 /3 bid/ system for specialized work and not to make any modification in its terms and conditions.

A sum of Rs.....is hereby forwarded in cash/receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank as earnest money.

A copy of earnest money in receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank is scanned and uploaded (strike out as the case may be). If I/We, fail to furnish the prescribed performance performance guarantee within prescribed period, I/We agree that the said President of India or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money



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Indian Institute of Technology Indore

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Office**

absolutely. Further, if I/We fail to commence work as specified, I/ We agree that President of India or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

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

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in IITI in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived 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.

Dated

Signature of Contractor

Witness:

Postal Address

Address:

Occupation



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ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the IIT Indore for a sum of Rs.

.....(Rupees.....)
.....)

The letters re

(b)

ferred to below shall form part of this contract agreement:- (a)

(c)

Dated:

For & on behalf of the IIT Indore.

Signatures

Designation



STATEMENT – I

Details of value of Electrical works (Turnover) executed in each year during the last three financial years by the Tenderer.

Sl. No.	Financial Year	Value in Rs.
1.	2021-22	
2.	2022-23	
3.	2023-24	

Attach certificate(s) issued by the Executive Engineer or concerned head of the department showing work wise / year wise value of work done in respect of all the works executed by the Tenderer during last three years

Signature of the Contractor

STATEMENT – II

Details of similar electrical works completed in the name of the Tenderer during the last five financial years.

Financial Year	Name of Work	Value of Contract	Stiputaed Date of Completion & actual date of completion	Proof of Completion Attached (Yes/No)
2019 - 2020				
2020 - 2021				
2021 - 2022				
2022 - 2023				
2023 - 2024				

Attach certificates issued by the Executive Engineer or concerned head of the department showing work wise / year wise value of work done and date of completion.

Signature of the Contractor



STATEMENT – III

Details of Existing Commitments.

Details of works on hand and, yet to be completed as on the date of submission of the Tender and works for which Tenders have been submitted are to be furnished.

A) Existing Commitments on ongoing works:

Name of Work	Name and Particular of Div Where Work is being executed	Value of Work in progress	Position of Work in	Remarks

Attach certificates issued by the Executive Engineer or concerned head of the department indicating the balance work to be done, and likely period of completion.

Signature of the Contractor

STATEMENT – IV

Availability of Equipment for Operation, Maintenance, Testing & Commissioning

The tenderer should furnish the information required below, regarding the availability of the equipment, required for execution & commissioning.

Sl. No	Details	Number	Number		
			Owned	Lease d	To be procured
1	2	3	4	5	6

Signature of the Contractor



STATEMENT – V.

Availability of Key Personnel

Qualification and experience of Key Personnel proposed to be deployed for execution of the Contract.

Sl. No	Name	Designation	Qualification	Total Experience	Working with the Tenderer since.
1	2	3	4	5	6

Signature of the Contractor

STATEMENT – VI

Information on litigation history in which Tenderer is the Petitioner.

S. No	Case No. /Year	Court where filed.	Subject Matter /Prayer in the case.	Details of Respondents	Present Stage.
1	2	3	4	5	6

Signature of the Contractor



GENERAL CONDITION OF CONTRACT

1. General Conditions of Contract 2022 Maintenance Works CPWD will be applicable to this contract with up to date correction slip.
2. The work shall be carried out according to the CPWD specifications 2013 amended upto date correction slips. If any item is not available in CPWD specifications then relevant ISI code or specifications as per the decision of the officer in charge shall be followed.
3. The rates tendered by the contractor should include all royalty, taxes, carriages all lead and lifts and stacking etc. complete up to the site of work. Nothing extra shall be payable to him on this account.
4. The contractor must get acquainted with the proposed site of the work and study specifications and conditions carefully before tendering.
5. The rejected materials shall be replaced immediately by the contractor at his own risk and cost, if necessary; the same will be removed at the contractor's risk and cost. The Department will not be responsible for any loss and theft.
6. The contractor shall bear all charges for cartage, storage and safe custody of the materials.
7. No payment will be made to the contractor for damages caused by rains or other natural calamities during the execution of work and no such claim on this account will be entertained.
8. The contractor shall not employ women and men below the age of 18 years on the work.
9. The sample materials shall be approved from the Officer –in-charge before supply/ execution of work.
10. The security deposit shall not be refunded till the clearance certificate is obtained from the Maintenance-In-Charge, IIT Indore.
11. The contractor should maintain logbook and other reading registers as required on day-to-day basis and should get it countersigned by Officer -in-Charge.
12. The contractor should maintain the attendance register of staff deployed by him for carrying out the work and should be got countersigned by the Officer-in-charge on day-to-day basis
13. GCC should be seen, read and interpreted along with Special Conditions of Contract of this tender document.



Special conditions of the contract

The following special instructions/ conditions are applicable to tenderer.

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

- Names and addresses of the clients whose similar works have been executed by the tenderer. IIT Indore reserves the right to verify such credentials.
- Copy of contractor's 'A' class electrical license (wherever applicable) issued by the electrical licensing authorities of Government of M.P. according to CEA guidelines.
- Any other information the tenderer feels necessary to make his offer complete, without changing or without having intent to modify / change any of the tender conditions to be submitted in a separate sheet.

2. Tools, tackles, and consumables:

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

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

No extra payment for the same will be made by the Institute.

List of availability of Equipments for Operation, Maintenance, Testing & Commissioning should be furnished as per statement – IV.

- ### 3. The contractor shall employ the technical and non-technical manpower .
- During contract period, the contractor shall depute qualified, experienced and competent manpower as per the site set-up/staff requirement as per tender terms and condition for executing the work. During execution of operation & maintenance activities, in case some additional manpower is required, contractor shall provide the same free of cost. For entry in institute, contractor shall submit the details of the employees i.e. Address proof, I.D. proof, photo etc. for gate pass of all deputies.

List of availability of key personal should be furnished as per statement – V.

The contractor shall depute qualified, experienced and competent manpower at site for **24X7x365 days**.



4. The price offered by the contractor shall include the charges for any minor maintenance, consumables the details of which may not be explicitly available in the tender specification, but it is essential for this work.
5. **Housekeeping:** The contractor shall maintain the installations, commissioning, and testing activities clean and tidy inside as well as around the installations and substation buildings. This shall also include sweeping, mopping, cleaning of cobwebs, removal of scrap generated during contract period, etc. in the substations building. All required materials for housekeeping like broom, cobweb broom, mop, bucket, soap, detergents, phenyl, etc. shall be arranged by the contractor. No rags and waste etc. shall be thrown near the building. This shall be deposited in the scrap yard and dustbins provided nearby, as per the department instructions. Also, furniture and fixture therein shall be maintained. It is the responsibility of the contractor to hand over the entire system to IITI on completion of the contract period in working condition along with inventory.
6. The final handing over / taking over will be done after joint inspection by IITI and contractor and the next contractor on the completion of contract period. The liability for damage/ replacement shall be limited to 05% (Five percent) of the order value.
7. **Inspection:** Inspection will be carried out by IITI as and when required. Inspection by statutory bodies/ authorities will be under the scope of contractor. Contractor shall intimate IITI authority the schedule of such statutory bodies/ authority's inspection including electrical safety clearance of the electrical establishment.
8. **Safety**
 - Specifications and standards: The installations, commissioning, testing activities shall be in conformity with relevant Indian Standard specification, National Electric codes, Indian Electricity Rules/Act.
 - The contractor, his agents, representatives, workmen etc. shall strictly observe the orders pertaining to fire/LV/HV/EHV (Electrical) precautions prevailing within the restricted areas/electrical substations etc.
 - The contractor, his agents, representatives, workmen etc. shall strictly adhere to the fire/electric shock precautionary measures while working near the explosive



Areas/HV/LV/Electrical substation areas. During such times, the workmen should be headed by their site supervisor as a precautionary measure. The regular team of the contractor shall be very well aware of firefighting, Cardio-Pulmonary Resuscitation, first aid etc.

- While working, Personal Protective Equipments (PPE) like shoes, glove, safety belts, helmet, ladder and scaffoldings etc. shall be used as per the recommended safety guidelines.

9. Accident or injury to workmen/ All-risk covered insurance:

- IITI shall not be responsible for any injury or loss of any workers of the contractor that may take place while on work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. He will not claim any compensation from IITI. The contractor shall provide all risk covered life insurance to its employees deputed at IIT Indore.
- **To meet any type of health emergency to the employee, a dedicated vehicle along with driver shall be made available by the contractor immediately.**

10. Theft of Parts:

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

11. During the period of installations, commissioning, testing activities, no extra payment whatsoever towards replacement of parts or consumables etc. shall be entertained. It shall be included in the rates quoted.

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



13. All the statutory fees/ charges need to be paid for functional/ operational of the equipments shall be paid to government bodies by contractor. IITI will reimburse the same after the submission of original receipt to IITI.
14. Rates quoted in the financial bid must include uniform, safety shoes, re-setting of relays by secondary injection of current and tighten the screws, nuts/bolts, HT/LT Connections, HT cable gantry, rising mains, bus gantry and other system components etc. of the electric substation.
15. Contractors shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under government order. All central, state, local laws & bye laws applicable will be observed by the contractor and IIT Indore will be kept indemnified of such payable by the contractor.
16. Any unauthorized person (or visitor) shall not be allowed to come inside the campus without the approval of the Engineer in charge and Security officer. Staff deployed at IIT Indore will get the temporary ID card which shall be available with the concern at the time of duty. For proper identification of the employees of the contractor deployed for the work, contractor shall issue identity cards bearing their photographs/ identification etc. and such employees shall display their identity cards at the time of duty.
17. Engineer-in-charge, IIT Indore shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
18. For performing the assigned work, the contractor shall deploy medically and physically fit persons (Preferably below the age of 50). The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst properly trained electricians/engineers of high integrity and good conduct, and shall be conversant in the local language i.e. Hindi. In no circumstances, persons below 18 years of age should be employed.
19. The contractor shall further keep the IIT Indore indemnified against any loss to the IIT Indore property and assets. IIT Indore shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
20. The contractor shall ensure that the persons so deployed do not allow any property of the IIT Indore related to Equipment's to be taken out of the premises without a Gate Pass signed by the Engineer in-charge of the IIT Indore.



21. The contractor should provide a new latest version laptop (make- hp/Dell/Lenovo) specification- Intel i7, 2 GB graphic card, 8 GB RAM, 1TB hard disc along with a new color printer at site for keeping all data/ records. After completion the contract period the same laptop, printer with all data will be handed over to IIT Indore.
22. **PENALTY** : IITI may impose penalty of 0.5% on each event i.e. maximum up to 10% of the total cost of the work order to the contractor for non compliance of any work / non submission of required documents. IITI may impose penalty of 1% per month In case of non - payment to its employees from the work order amount.
23. **SUSPENSION** : - IITI may by written notice of suspension to the contractor, suspend all payments to contractor hereunder if the later fails to perform any of its obligations under this contract, including the carrying out of the services provided that such notice of suspension (i) shall specify the nature of the failure and (ii) request the contractor to remedy such failure within the period not exceeding fifteen (15) days, after such notice of suspension.
24. **TERMINATION** : - Termination to the contractor may be given after the occurrence of any of the events specified below:
- If the contractor fails to remedy a failure in the performance of their obligations.
 - If the contractor fails to comply with any final decision reached as a result of arbitration proceedings.
 - If the IITI, in its sole discretion and for any reason whatsoever, decides to terminate this contract.
 - If the contractor, in the judgement of the IITI has engaged in corrupt or fraudulent practices in executing the contract.
 - If the agency does not start the work or does not perform the assigned work properly and/or in time, their deposits including performance guarantee shall be forfeited. Such agencies shall be debarred for tendering for a period of three years. Such action shall be decided by the competent authority.
 - In case the contract is terminated, the balance amount of fee if any, paid earlier



(advance) shall be paid back by the contractor to IITI within thirty days of termination letter, failing which the same shall be recovered by encashing the existing performance bank guarantee/security deposit submitted by contractor.

- 25.** Approval of the statutory bodies like CEA/ local bodies shall be deemed to be included in the contract. The contractor shall notify IIT Indore in writing about such approvals to be taken and inform the compliance of the same. The fees paid to the CEA/ local bodies as per the challan will be reimbursed to the contractor by IIT Indore. The original challan and approvals shall be handed over to IIT Indore.
- 26.** If, the agency's quoted the price abnormally Low of the estimated cost, the agency need to be submit the justification/clarifications for the offer price. In no case the payment to its employees shall be less than the prevailing minimum wages of govt. of India.
- 27.** The people deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor.
- 28.** The contractor shall at his own cost, take necessary insurance cover up to the handing over in respect of the aforesaid services rendered to IIT Indore and shall comply with the statutory provisions of Contract Labor (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/ regulations and/ or statues that may be applicable to them. The contractor shall indemnify the Institute against all claims which may be made upon the Institute whether under the aforesaid statutes or any other statute in force during the currency of this contract.
- 29.** The contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which the work is taken from them, do not violate relevant provisions of the Shops and Establishment Act. The contractor shall arrange to provide a reliever of equally qualified in case of absence/leave/off etc. The contractor shall in all dealings with the people in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labor Laws including the provisions of Contract Labor (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to



Any other liability pay to the Director, IIT Indore, a sum as may be claimed by IIT Indore.

- 30.** Contractor shall keep the IIT Indore indemnified against all claims whatsoever in respect of the employees deployed by the contractor, in case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IIT Indore is made party and is supposed to contest the case, the IIT Indore will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the contractor to IIT Indore on demand. Further, the contractor shall ensure that no financial or any other liability comes on IIT Indore in this respect of any nature whatsoever and shall keep IIT Indore indemnified in this respect.
- 31.** No accommodation & transportation facility will be provided by the IIT Indore except in any emergency subjected to approval of competent authority after due verification of the application.
- 32. PAYMENT:** - Payment will be made as per **clause 2 of commercial conditions** after satisfactory completion of services and on presentation of bill along with service reports etc. No advance payment will be made. Income tax and all other statutory tax deductions at source as per the rules in force will be deducted from the bill.
- 33.** Institute reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/ increasing the quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work carried out.
- 34.** In no way the contractor's engineers and technicians will be considered as the employee of IIT Indore. If any such cases are found at a later date, the same shall be liable for appropriate legal action.
- 35.** Willful suppression of any happenings or incidents in the system which might adversely affect the system performance will be treated as willful damage of the equipment/system. This may attract the penalty up to 10% of the tender value depending upon the equipment cost.
- 36.** Reservation in the deployment of man power for operation and maintenance may be adopted as per central government norms based on merit, qualification, experience,



- meeting all CEA regulation of 33 KV systems.
37. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration as per clause-25 of Schedule F & his decision will be final and binding to the contractor.
38. The Arbitrator may give interim awards and/or directions, as may be required, Subject to the aforesaid provisions the Arbitrator & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
39. **JURISDICTION:** Disputes of any nature that may be arise in connection with the execution of this order shall be governed by the laws of India and subject to the jurisdiction of courts situated in Indore, India only.
40. The agency should have office in the state of Madhya Pradesh for coordination with IIT Indore and MPPKVCL Indore.
41. National holidays declared by Govt. of India should be given to the deputed staff at IIT Indore and additional expenditure on the same will be reimbursed after submission the documentary proof to IIT.

Place:

Name:

Date:

Signature

COMMERCIAL AND ADDITIONAL CONDITIONS

GENERAL:

This specification covers “Non-comprehensive Annual Operation & Maintenance Contract of Main Receiving Substation (MRS) & 04 Nos. Load Substations (ESS), 6 nos. D.G sets and Comprehensive Annual Maintenance Contract of 05 Nos. D.G. sets and roof top solar system at IIT Indore.”

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

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

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

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

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

COMMERCIAL CONDITIONS:

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



Submission and opening of Tenders:

- (i) The tender shall be submitted through e-tendering online.
- (ii) The tenderers are advised not to alter/deviate the technical specifications / items, scope of work, GCC/SCC, commercial terms, and conditions of NIT like terms of payment, guarantee, arbitration clause, escalation. If any alteration/deviation is found, even at the later stage, the contract may be terminated and PBG and security deposit may be forfeited.

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

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

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

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

The IITI reserves the right to reject any or all the price bids and call for fresh prices /tenders without assigning any reason.

1. **TERMS OF PAYMENT AND OTHER FACILITIES FOR DEPUTED SATFFs.**

1.1 The contractor is bound to distribute the salary/wages to his worker by 7th of each month positively, the contractor shall make the payment of wages to the staff deployed at work in their bank account through cheque or draft or e-transaction and will submit the evidence of such transaction like photocopy of bank passbook / Account statement of staff etc. to the department along with bill to ensure the payment of wages. The contractor shall make the payment of wages to the staff deployed at work according to the order of minimum wages Latest issued on September 2024 by Ministry of Labour & employment, Govt. of India (attached) and amended time to time during contact period. The contractor shall make the payment of wages to the staff deployed at work for 30/31 days (a month) which include week off.

1.2 If, minimum wages are revised, IITI will reimburse the difference amount of minimum wages paid to their employee after submission the proof. It will be applicable for last 6 month only.

1.3 The main/associated contractor shall deduct worker subscription towards Provident Fund and ESIC, as per rules, he shall deposit the same along with his contribution.



In to the respective accounts of the workers and submit the details to this office for verification.

1.4 The contractor shall provide uniform along with Badge and safety shoes within 15 days of start of work. In the event of non-compliance, a recovery of Rs. 100/-per day per employee shall be made.

1.5 The contractor shall provide a battery operated vehicle at the site for day to day site supervision and other works.

1.6 Will follow central Govt. Wages.

1.7 Technical staff should be approved by IIT Indore before deputing at site.

Qualification and Experience of the staff to be deployed :

Sr. No.	Description of the post	Qty.	Qualification	Experience	Remarks
01.	Site Engineer/Site in-charge/Supervisor/Electrical Engineer	01	Diploma / B.E. Electrical Engineering	07 / 05 years relevant experience	Highly Skilled
02.	Electrician/Technician	12	ITI in electrical trade	05 years relevant experience	Skilled
03.	Electrician/Technician helper	07	ITI in electrical or electrical license	03 years relevant experience	Semi - Skilled
04.	Housekeeping	01	8 th pass	Experience of working in sub stations	Unskilled

F.No.1/27(3)/2024-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 25/09/2024

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated **19th January, 2017** of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 402.09 from 399.70 as on 30.06.2024 (Base 2016=100) and thereby resulting in an increase of 2.40 points. The revised Variable Dearness Allowance as under shall be payable from 01.10.2024;-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	260	218	176
Semi-Skilled/Unskilled Supervisory	289	245	204
Skilled/Clerical	317	289	245
Highly Skilled	342	317	289

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2024 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+260=783	437+218=655	350+176=526
Semi-Skilled/Unskilled Supervisory	579+289=868	494+245=739	410+204=614
Skilled/ Clerical	637+317=954	579+289=868	494+245=739
Highly Skilled	693+342=1035	637+317=954	579+289=868

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

Onkar Sharma

(Dr. Onkar Sharma)
Chief Labour Commissioner(C)



2. **TERMS OF PAYMENTS FOR THE CONTRACTOR**

Payments to the Contractor shall be made, 'on monthly basis' after production of following documents:

- 2.1 Documentary proof of disbursement of wages to the workers. The copy of the salary wage register in the format shall be produced with the R/A or final bill.
- 2.2 Forms A, B, C and D as per Ministry of Labor and Employment notification GSR 154(E).
- 2.3 Proof of deposit of provident fund and ESIC contribution to the respective authorities.
- 2.4 Copy of relevant period certified attendance register.
- 2.5 A report of the month containing all detailing of work done, number of breakdowns, no. of interruptions, DG running hours, Diesel Consumption report, energy consumption report, all important readings noted, and particulars of equipment that might need immediate attention for continuity of services to IIT Indore community.

3. **Termination for Insolvency**

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

4. **Termination on account of willful misrepresentation**

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

5. **Settlement of Disputes**



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

- If, after thirty (30) days the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Department or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the contract.
- Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the GCC.
- Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agreed.
- The seat of arbitration will be Indore, Madhya Pradesh.

6. Limitation of liability

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

- The Contractor shall not be liable to the Department, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Contractor to pay liquidated damages to the Department and
- The aggregate liability of the Contractor to the Department, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.



7. Governing language

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

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

Notices

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

The Maintenance in Charge

**IIT Indore, Infrastructure Development Office,
Indore.**

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

9. Rates

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

10. Taxes and Duties

- A local Contractor shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted Goods to the Department.
- Income Tax, GST, labor cess & other statutory deduction etc. shall be made at source as per the prevalent laws. The deductions of security deposit, income- Tax, etc. shall be



done after calculation of the above due payments as per clauses and net payment shall be reduced accordingly.

- Contractor will be entirely responsible for all taxes, stamp duties, license fees, etc and other such levies imposed outside India, custom duties, as well as for taxes and levies to be charged in connection with supplies made from India and services performed in India, and the Department shall pay all the customs duties and import taxes in consequence of the importation of the goods.
- Contractors will be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc in connection with delivery of goods within its scope as consequential at site including incidental services and commissioning. Price bid submitted by the Contractor shall include all taxes in the contract price. No 'C' / 'D' form shall be issued by the Department
- Income / Corporate Taxes in India:
 - The Contractor shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price bid by the Contractor shall include all such taxes in the contract price.
 - Wherever the laws and regulations require deduction of such taxes at the source of payment, the Department shall effect such deductions from the payment due to the Contractor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Department as per the laws and regulations in force. Nothing in the Contract, shall relieve the Contractor from his responsibility to pay any tax that may be levied in India on income and profits made by the Contractor in respect of this contract.
 - The Contractor 's staff, personnel and labor will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.



- **CONTRACTOR INTEGRITY:**

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

11. **Earnest Money Deposit (EMD):** Rs. 2,70,259 /- (Rs. Two Lakh Seventy Thousand Two Hundred and Fifty Nine Only) to be submitted online through the link given below:

<https://forms.edugfix.com/indoreiit/add>

NOTE: As per GFR 2017 and CPWD office memorandum No. DG/MAN/Misc./10 dated 27-06-2017, MSME registration certificate is valid for exemption from EMD for procurement contract, said exemption cannot be extended to construction works.

The MSME registration and desired experience should be in respected/similar category.

** “Non-consultancy services” (which as distinguished from ‘Consultancy Services’) involve routine repetitive physical or procedural non-intellectual outcomes for which quantum and performance standards can be tangibly identified and consistently applied and are bid and contracted on such basis. It may include small works, supply of goods or consultancy service, which are incidental or consequential to such services. Non-consultancy services may include transport services; logistics; clearing and forwarding; courier services; upkeep and maintenance of office.

The term “Outsourcing of Services” implies deployment of outside agencies on a sustained long-term (for one year or more) for performance of NC services which were traditionally being done in-house (auxiliary and Guest Houses, Cleaning/ Housekeeping Services, Errand/ Messenger Services, and so forth). There may be Human Resources and administrative issues involved in ‘outsourcing’ which are beyond the scope of this manual, but nevertheless need to be addressed. Besides outsourcing, NC services also include procurement of one-off services which do not extend over long-term

12. **SECURITY DEPOSIT:**

Security Deposit shall be deducted from each running bill and the final bill to the extent

of 2.5% of the gross amount payable subject to a maximum amount of 2.5% of the tendered value as per clause 17 of GCC. This is against defect liability period/warranty period of one year. The amount will be released after satisfactory completion of the contract period and take over by the IITI or next agency without any observation of damage to the equipment/installation.

If, any such observation is there the same shall be made good by the contractor and SD shall be released upon satisfactory certification by IITI of the same repair/ replacement etc.

13. CONTRACTOR'S OBLIGATIONS:

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

- i) Complete wiring.
- ii) Making good all damage caused to the structure during installation and restoring the same to their original finish.
- iii) Minor building work necessary for installation of equipments, making opening in the wall/floors/slabs/tables or modifications in the existing openings wherever provided and restoring the same to their original condition/ finish and necessary grouting etc. as



Required. Opening in the slab/retaining walls/brick wall etc. shall be made by means of core cutting machines only.

- iv) Sealing of all floor slab/wall openings provided by the Department or made by the contractor for laying cables from fire safety points of view.
- v) Suspenders, brackets and floor/wall supports for suspending/supporting cable tray, cables etc.
- vi) Removal & disposal of the all the malba/ debris occurs during the execution of work from the site.
- vii) The Contractor is obliged to work closely with the Departments staff, act within its own authority and abide by directives issued by the Department and implementation activities.
- viii) The Contractor will abide by the job safety measures prevalent in India and will free the Department from all demands or responsibilities arising from accidents or loss of life the cause of which is the Contractor's negligence. The Contractor will pay all indemnities arising from such incidents and will not hold the Department responsible or obligated.
- ix) The Contractor is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors. The Contractor will treat as confidential all data and information about the Department, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Department.

14. PATENT RIGHTS (Clause 6):

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

15. Safety Codes and Labor Regulations



- i) In respect of all labor employed directly or indirectly on the work for the performance of contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provision, B.I.S. recommendations, factory act, workman's compensation act, labor laws, CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the tenderer liable for a penalty of Rs. 2000/- for each violation. In addition, the Engineer-in-charge shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.
- ii) The contractor shall provide necessary barriers, signals and other safety measures while carrying out the installation or wherever necessary to avoid accidents. He shall also indemnify the Department against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident that occurred or damage incurred or claims arising in their form during the execution of work. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment will be made to the contractor due to the above provisions thereof.

16. Power Supply

The power supply for testing and commissioning the complete installation shall be made available by the Department.

17. Water Supply

The water supply for testing and commissioning of the complete installation shall be made available by the Department.

18. Machinery for Erection

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



Compliance with Regulations and Indian Standards:

- i. All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following:
 - a. Factories Act.
 - b. Indian Electricity Rules.
 - c. B.I.S. & other standards as applicable.
 - d. Workmen's compensation Act.
 - e. Statutory norms prescribed by local bodies like CEA, Power Supply Co., etc.
- ii. Nothing in this specification shall be construed to relieve the successful tenderer of his responsibility for the design, manufacture, and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and safety codes.
- iii. Successful tenderer shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labor employed on the work by the tenderer. Failure to provide such a safety requirement would make the tenderer liable for a penalty of Rs. 500/- for each default. In addition, the department will be at liberty to make arrangements for the safety requirements at the cost of the tenderer and recover the cost thereof from him.

19. Co-ordination with other Agencies

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

20. VARIATION IN QUANTITY:

Quantities shown against each item of work or supply are tentative which may vary on either side (plus or minus). The contractor should ensure from the Engineer-in-charge the



actual quantity required/ to be used/ to be supplied before bringing the materials at site. In case the actual quantity of material required at the site is less than the stipulated quantity, the contractor cannot claim to supply the entire quantity stipulated in the schedule of quantities of work as well as cannot demand for payment thereof. The contractor shall therefore, be very careful about the quantity of materials to be supplied /brought at site. The decision of the Engineer-in-charge in this regard shall be final and binding on the part of the contractor.

21. Quality of Materials and Workmanship

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

22. Care of the Building

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



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

23. After Sales Services

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

24. Liaisoning and Co-operation with other agencies:

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

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

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

27. Termination of wires/cables shall be crimped properly with copper/aluminum lugs connection. All the stranded wires must be terminated to the boards/ MCB's etc. through suitable lugs by crimping for which no extra payment will be made.

28. Proper sleeving should be provided to the bare earth conductor for which no extra payment will be made.

29. Bad - workman ship is liable to be rejected in total.

30. The contractor or his authorized representative will have to sign the site order book



and comply with the remarks therein every now and then.

31. Contractor has to follow the local security/safety rules and regulations and such instructions on restricted hours of work as may be imposed on him by the department / local authorities, while working in security/restricted zones, and no claim on account of the loss of labor/ idle labor will be entertained.
32. All repairs and patch work shall be neatly carried out to match with the original finish by the contractor to the entire satisfaction of the Engineer -in-Charge.
33. The agency has to obtain approval of the department/Engineer-in-Charge to the drawings & more subsequent changes, additions, deviations etc. as required without extra charge.
34. No quantity deviation is permitted without written approval of the competent authority. Permissible deviation shall be sanctioned by the competent authority as per the agreement. Deviation beyond permissible limits shall be sanctioned by the competent authority as per the prevailing Local Market Rates only and the decision of the department is final and binding on the contractor.
35. The quantities given in schedule of work for all the items are tentative. The work shall be carried out as per actual requirement and as approved by the Engineer -in – Charge.
36. All statutory / Mandatory recoveries enforce and as notified by competent authority from time to time shall be recovered from the bills of the agency.
37. Contractor should submit completion plan and certificate along with final bill, failing which 2.5% of value of work, subject to a ceiling of Rs. 15,000/- will be deducted from the bills or the final bill shall not be paid. Decision of Engineer-in-charge shall be final and binding in this regard. However, the completion plan is not necessary for maintenance contractors and this recovery condition shall not be applicable.
38. The Contractor has to make his own arrangement for the safety of his workman. Department shall not be responsible in case of any accident taking place during the work.



39. All the staff engaged by the contractor shall be purely his liability and department in no way shall be responsible for any compensation for any of their acts/ accidents. In case any accident occurs during the execution of the work leading to injuries, damages to human being equipment and or loss of life, the contractor shall be fully responsible for setting all claims and indemnity the department against any claims arising out of such accident.
40. CPWD - 6, CPWD-7 including schedule A to F for the major component of the work, Standard General Conditions of Contract for CPWD 2020 amended / modified upto last date of receipt of tender or latest edition as applicable with all amendments / modifications up to last date of receipt of tender.
41. For electrical works, the bidder should have valid electrical license from Govt. of M.P. in the name of the contractor. However, the contractors is allowed to participate in tender with an undertaking that they will obtain valid electrical license at the time of execution of electrical work.

LOCATION / SITE DETAILS

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

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



PROFARMA OF SCHEDULES

SCHEDULE 'A'

Schedule of quantities (Enclosed)

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

S.No.	Description of item	Quantity	Place of Issue	
			Rates in figures & words at which the material will be charged to the contractor.	
1	2	3	4	5

----- NIL -----

SCHEDULE 'C'

Tools and plants to be hired to the contractor.

Sl. No.	Description	Hire charges per day	Place of Issue
1	2	3	4

NIL

SCHEDULE 'D'

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



SCHEDULE 'E'

Reference to General Conditions of contract **General Conditions of Contract for Maintenance Works, 2020 as amended upto date i.e. DG/CON/-Maint/2020/338 dated 13/04/2023**

Estimated cost of work

Electrical : ₹ 1,35,12,954

- (i) **Earnest money:** ₹ 2,70,259 (To be returned after receiving Performance Guarantee)
- (ii) **Performance guarantee:** 5% of tendered value
- (iii) **Security Deposit:** 2.5% of tendered Value

SCHEDULE 'F'

General Rules & Directions:

Officer inviting tender -

Maintenance in Charge, IIT Indore.

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

10%

Definitions:

2(v) Engineer-in-Charge

Maintenance in Charge, IIT Indore.

2(viii) Accepting Authority

Maintenance in Charge, IIT Indore.

2(x) Percentage on cost of materials and labour to cover all overheads and profits.

15% (Fifteen per cent)

2(xi) Standard schedule of Rates
For Electrical:-

Minimum Wages Rates September 2024 & OEM's
authorized Service Partner quotations.

2(xii) Department

IIT INDORE



9(ii) Standard CPWD contract Form GCC 2019, CPWD DG/CON/-Maint/2020/338 dated 13/04/2023
Form 7/ 8 as modified & corrected upto

Clause 1 Time allowed for submission of performance guarantee from the date of issue of letter of acceptance : 7 DAYS

Maximum allowable extension with late fee @ 0.10% per day of performance guarantee amount beyond the period as provided in (i) above : 7 DAYS

Clause 2 Authority for fixing compensation under clause 2 : Same as Part A

Clause 2A Whether clause 2A shall be applicable Same as Part A

Clause 5 No. of days from the date of issue of letter of acceptance for reckoning date of start Same as Part A

Milestone(s) : - As per Table given below

Table of milestone(s)

S No	Description of Milestone (Physical)	Time allowed (From date of start)	Amount to be withheld in case of non-achievement of milestone as assessed from the running payments
N.A.....		

Time allowed for execution of work	01 (One) Year
Authority to decide	
(i) Extension of Time	Dean IDO, IIT Indore.
(ii) Rescheduling of milestones	NA
(iii) Shifting of date of start in case of delay in handing over of site	Maintenance-In-Charge, IIT Indore

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



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

**Infrastructure
Development
Office**

Clause 7 Gross work to be done together with net payment/adjustment of advances for material collected, if any since the last such payment for being eligible to interim. payment **NA**

Clause7A Weather clause 7 A shall be applicable **Yes**

Clause10A List of testing equipment to be provided by the contractor at site lab. **Yes**

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

Clause10C Component of labor expressed as Percent of value of work **75%**

Clause10CA **N.A.**

Material covered under this clause	Nearest materials (Other than cement, reinforcement bars and structural steel) for which All India Whole Sale Price followed.	Base Price of all materials covered under clause 10 CA *
1 Cement	NA	1. /- Per MT
2 Steel reinforcement	NA	2. /- Per MT
3 Structural steel	NA	3. /- Per MT

Clause10CC Clause 10CC to be applicable in contracts with stipulated period of compensation exceeding the period shown in next column **: As per Part A**

Clause 11 Specifications to be followed for execution of work **For Electrical : CPWD General specification ammended upto date for electrical works Part-I (Internal) 2013, Part-II (external) Part III HVAC, Fire, Lift Part-VII Rule-2013.**

Clause 12
12.2 & 12.3 Deviation limit beyond which clauses 12.2 & 12.3 **Same as Part A**



shall apply for building work (Other than foundation)

Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work

Same as Part A

Clause 16 Competent Authority for deciding reduced rates.

For Electrical :
Director, IIT Indore

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

As required by Engineer in charge

Clause 19C.....authority to decide penalty for each default
Clause 19D.....authority to decide penalty for each default
Clause 19G..... authority to decide penalty for each default
Clause 19K.....authority to decide penalty for each default

Clause 25 **As per Part A or** Any litigation in court shall be filed within Indore only.

Constitution of Dispute Redressal Committee (DRC)

Chairman -

Dean of Infrastructure Development, IIT Indore

Member -

Associate Dean of Infrastructure Development-1, IIT Indore

Member -

Executive Engineer, Electrical , IIT Indore

Clause 32

“Requirement of Technical Representative(s) and Recovery Rate

SNo	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical / Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of Clause 36(i)	
						Figures	Words
1	Graduate Engineers Or Diploma Engineers	Elect.	Project Planning/ Site/billing Engineer	3 Years	1 No.	Rs 15000/-	Rs. Fifteen Thousand Only
		Elect.		5 Years			



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

Requirement of technical staff and their experience can be varied depending upon nature of work by NIT approving authority with recorded reasons.

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

Sl No.	Description of item	Rates in figures and words at which recovery shall be made from the Contractor	
		Excess beyond permissible variation	Less use beyond the permissible variation
1.	Cement	N.A.	
2.	Steel Reinforcement	N.A.	





Scope/Technical Specifications / Detailed description for schedule of works

Name of work: Non-comprehensive Annual Operation & Maintenance Contract of Main Receiving Substation (MRS) & 04 Nos. Load Substations (ESS), 6 nos. D.G sets and Comprehensive Annual Maintenance Contract of 04 Nos. D.G. sets and roof top solar at IIT Indore.

A. Introduction: The scope of work includes round the clock Operation and Maintenance of the 33/11kV Main Receiving Substation (MRS), four numbers of 11/0.433kV Electrical substations, 02 no. 2 MVA, 11 KV D.G. set, 01 no. 125 KVA D.G. set, 02 nos. 62.5 KVA D.G. set, 422 KWp Solar Power Systems respectively at IIT Indore. The scope of work of this tender starts from the 6-pole structure at 33/11kV substation up to outgoing of different load substations i.e. up to L.T. panels of 433 volts (LT panels included).

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

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

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



- c. **D.G. Set:** (i) 02 no. 2 MVA, 11kV H.T. DG set complete with fuel pumps, piping, HSD tank, D.G. stack, DG battery charger, batteries, 11 KV switchboards with controller & Synchronizing panels etc.
- (i) 01 no. 125 KVA L.T. D.G. set (Mobile) with trolley.
- (ii) 02 nos. 62.5 KVA L.T. D.G. set.
- d. 422 KWp Rooftop Solar Power Plants on various buildings .

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

1. Activities:

- a. Operation, manning and maintenance on round the clock basis of the 33/11 kV MRS, 11/0.433 KV ESS-04 Nos.
- b. All Electrical items shall be maintained as per the maintenance schedule of various equipments at 33kV MRS.
- c. In addition to activities as per the maintenance schedule of equipments, general quarterly / half yearly / yearly maintenance shall also include tightening and cleaning activities, as feasible.
- d. Preventive maintenance shall be carried out as per the schedule given, during the year **by a specialist Engineer from OEM or authorized System house/Service partner of OEM** for relay calibration, CT of 11 & 33 kV, testing of 11KV, 33kV vacuum circuit breakers, 33 & 11 KVA transformers, ACBs, OLTC (as applicable), Battery chargers, DG set, high velocity water spray system. This shall include the quarterly / half yearly / yearly activities as per the maintenance schedule. The obsolete equipments for which OEM and their authorized system house is not available, an experienced person can be deputed during preventive maintenance of particular equipment. The contractor shall submit the documents showing the experience of the deputies for similar equipments.
- e. The contractor person shall trace, inform and rectify the running breakdowns to keep the system healthy.



- f. On observation of the faulty response, if required, testing of the CT for ratio test, insulation resistance (IR) and all other test required for system shall be carried out.
- g. All the meters / equipments which will be used at site by contractor shall be calibrated, also shall be furnished to IITI as & when required.
- h. Verification/testing of interlocks, as feasible. Verification/testing of control and protection scheme logic, as feasible.
- i. The scope of work also includes co-ordination with the MPPKVVCL from where the present power at 33kV is taken. If there is a deficiency in power supply from MPPKVVCL or there is a failure or breakdown in power etc. the contractor should ensure that the power is restored at the earliest possible time. Co-ordination activity will be deemed to be covered under the Price quoted by the contractor.
- j. All the information of any event, incident, activity, planning, etc. shall be provide to IITI as per approved procedure.
- k. Care should be taken so that the system does not lead to major breakdown and in case the system goes into fault, it should be rectified within the shortest stipulated time period as under-

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

- l. If the power supply to any 33/11/0.415kV substation suffers even for a day (24 hrs.), an amount equal to 10% of the monthly contracted amount per day (reckoned from the day of breakdown up to restoration) will be deducted from the monthly payment.
- m. If maintenance work is not carried out as per schedule, 5% of monthly rate of this contract will

be deducted from the monthly bill.



- n. In case of short deployment of manpower as given in the contract, the Institute will make suitable deduction from the monthly bills.
- o. Scope of work also includes cutting of grasses near each substation under the battery limit.
- p. Checking & recommending of monthly electricity bills of IITI as per report generated by MPSEB.
- q. Log book should be maintained in hard copy as well as to be submitted in soft copy.
- r. Scope of work also includes electrical maintenance of surrounding buildings.

2. Important points to be noted by the contractors:

- a. Annually testing of the oil of main transformers (6.3MVA, 33/11kV) shall include physical tests, electrical tests, Dissolved Gas Analysis (DGA) as per relevant Indian standard (IS 1866 and IS 10593/9434). The contractor shall also make the arrangement for collection and sending the oil samples for all transformers. After testing of oils the reports shall be submitted to IIT Indore.
- b. Calibration reports of the instruments used at site for testing of the system shall be submitted along with the test reports.
- c. Meter reading of MPPKVCL meter shall be carried out as per approved format. Also the area and path to that meter shall kept clean and accessible.
- d. Daily housekeeping activities shall be carried out.

3. Schedule of activities for various equipments:

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

A check should be made for the locks & doors in the substation are in good condition, no leaks have developed in the building roof, the ventilating systems are operating normally. The checks shall also be made for the prescribed safety aids are in place and in good condition, the earthing connection intactness, packing of the cables entering or



leaving a cable trench or tunnel within the premises are intact, the equipment ventilating louvers clean, the access roads leading to the oil filled apparatus are unobstructed and maintain approach for the fire fighting. For any extra requirement (which is not in contract) the contractor shall inform the institute official well in time. The other important checks/observations to be made are as under.

A. General checks/ observations:

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

B. Mechanical checks/ observations:

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

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

Minimum Requirements:

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



- Clamp Meter
- Thermal Image Camera
- Earth Tester

Maintenance schedule of various equipments

1. At 33/11kV MRS

1.1. 33kV/11kV Switchgears

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



16.	All applicable tests and calibration (by current injection of relay)	Yearly
17.	Cable Jointing	As and when required

1.2. Power distribution transformers (6.3MVA):

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



15.	Reactivation or replacement of breathers silicagel	As and when required
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1.3 Battery & DC supply system:

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

1.4 6-Pole Structure

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



1.5 Earthing

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

1.6 Internal & External Trench (within substation area)

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

1.7 SCADA

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

1.8 NGR Panel

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

2. At other Load Centre Substations

2.1 **11 kV Ring main unit:** The maintenance mainly involves following jobs:

S. No.	Item of Maintenance	Periodicity
1.	Outside cleaning	weekly
2.	Check inside of the doors/covers for dust deposit, water ingress, contamination, pest etc. and clean thoroughly.	Yearly/ as & when required



3.	Measurement of insulation resistance (IR)	Yearly
4.	Check protector cap fitted on SF ₆ filling valve	Yearly
5.	SF ₆ gas indicator in 'Green' zone.	Daily/As and when required
6.	Proper earth connection	Yearly
7.	Check for operation & interlocks	Yearly
8.	Relay testing and calibration by current injection	Yearly
9.	Checks for correct setting of protective device and prepare record	Yearly
10.	Check external labels, fixings and cables connections etc.	Yearly

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

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



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

2.2L.T. TTA Isolator, Main Normal Panel, Emergency Panel & External MDB :

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

S. No.	Item of maintenance	Periodicity
1.	Outside cleaning of panels	weekly
2.	Checking healthiness of contacts (auxiliary & main) surface, mounting of contacts	Yearly/as and when



	spring.	required
3.	Checking healthiness of control relays, contactors, wiring, fuses and isolating contacts/jaws, meters etc	Yearly
4.	Operational Checks	Yearly
5.	Arc chutes- inspection & maintenance for dust, dirt, foreign material, flow or cracks and take remedial action, if required.	Yearly/as and when required
6.	Servicing of ACBs and MCCB including checking of mechanism for operation (electrical/manual), adjustment, alignment	Yearly

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

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

monitored and maintained periodically as given below

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

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

3 2 MVA,11KV D.G. Sets :

3.1 Work to be done on daily basis:

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

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

1. Specific Gravity of battery
2. Voltage of battery
3. Electrical parameter of the DG set like Current, voltage, frequency, PF. , KW, KWh, KVA etc
4. Diesel level in day tank



5. Lube oil level.
6. Running hours of the DG set
7. Water temperature.
8. Room temperature
9. Noise level
10. Lube oil pressure
11. Consumption of diesel

3.3 Work to be done on monthly basis:

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

3.4 Work to be done on half yearly basis:

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

3.5: Work to be done on yearly basis:



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

3.6 : List of mandatory spares for Annual Preventive Maintenance of 2 MVA, 11 KV, H.T. D.G. set.

Sr. No.	Description	Part No.	Qty.	Unit
01.	Lub. Oil Filter	4324909	06	Nos.
02.	Fuel Filter	4759205	02	Nos.
03.	Element Air Filter (SE551C/4)	4526544	04	Nos.
04.	ENGINE LUBRICATING OIL (SAE 15W40) APICI4 + for PERKINS 4016 Model	MX Plus	225	Ltrs.
05.	Extended Life Type Antifreeze Premix Coolant Inhibitor	PI60 HOAT	520	Ltrs.

NOTE: AMC services (06 routine preventive maintenance and 02 breakdown maintenance during the year) of the above said 2 MVA, 11 KV H.T. D.G. set to be purchased/hired through the OEM or authorized service partner of the OEM will be in the scope of the agency/vendor.

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

Sl. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	Power Transformers 33/11 kV ONAN with OLTC	2 Nos.	6.3MVA	Kirloskar, CTR(OLTC)	2015
2	33 kV isolators at 6-pole structure	5 Set.	400Amps		---



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3	33kV Switchboard having relays, MF meters, Indication lamps.	1set	1250A	Schneider	2015
4	33kV VCB with 220V DC closing and Tripping coils and 230 Volts AC spring charging motor.	4 Nos.	1250A	Schneider	2015
5	33kV/110V Line PT indoor type included in switchboard	1 No.	33kV/110 v.	Schneider	2015
6	RTCC	2 No.		Kirloskar	2015
7	11 kV Switch Board having relays, MF meters, Indication lamps.	2 set	800A	Schneider	2015
8	11kV VCB with 220V DC closing and tripping coils and 230 Volts AC spring charging motor.(14 No. Panel)	12 Nos.	800A	Schneider	2015
9	11kV VCB with 220V DC closing and tripping coils and 230 Volts AC spring charging motor.(7 No. D.G. panel)	06 Nos.	800A	Schneider	2015
10	Battery Charger Dual FCBC	01 No.	415VAC	Amara Raja	2015
11	Ni-Cd Battery cells	01 Set	110nos.	Amara Raja	2015
12	D.G. Synchronizing Panel	01 Nos	11kV	Captiva	2015
13	NGR for Power transformer	02 Nos	6.6kV/31 5A	Resitech	2015
14	NGR for D.G.	02 Nos	6.6kV/10 5A	Resitech/Om i control	2015/2023
15	UPS for MRS	01 Ns	5kVA	Numeric	2015
18	D.G. Set , 11 KV	01 No.	2000 KVA	Captiva	2015
19	D.G. Set , 11 KV	1 No.	2000 KVA	Cummins	2023
20	Earth Pits	As per Location			2016
21	Miscellaneous equipment and systems including illumination, lightning protection , grounding , distribution boards.	Lot			



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

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV/630 A	ABB	2025
2	Distribution Transformers, 11/.433kV Dry type.	1 No.	650 kVA	Kirloskar	2015
3	LT Bus-duct Sandwich type	3 Nos	1000A	Schneider	2015
4	LT TTA isolator panel Comprising ACB.	1 Set	1200A	Schneider	2015
5	LT TTA Main Normal panel Comprising ACBs and MCCBs	1 set	800A	Schneider	2015
6	LT TTA Main Emergency panel Comprising ACBs and MCCBs	1 set	1000A	Schneider	2015
7	External MDB panel comprising of MCCB.	1 set.	450A	Schneider	2015
8	APFC Panel comprising of ACB	1 set.	200 kVAR	EPCOS	2015
9	UPS	1 No.	2 kVA	Numeric	2015
10	Earth Pit	As per Location			2016

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

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV	Schneider	2015
2	Distribution Transformers, 11/.433kV Dry type	1 No.	2.5MVA	Kirloskar	2014
3	Distribution Transformers, 11/.433kV Dry type	1 No.	2.5MVA	Pvj Power	2024
4	LT Bus-duct Sandwich type	1 No	4000A	Schneider	2015
5	LT Bus-duct Sandwich type	1 No	4000A	L&T	2025
6	LT TTA isolator panel Comprising ACB.	1 Set	4400A	Schneider	2015

7	External MDB panel comprising of MCCB.(As per SLD)	1 set.	300A	Schneider	2015
8	APFC Panel comprising of ACB	1 set.	650KVAR	EPCOS	2015
9	APFC Panel comprising of ACB	1 set.	650KVAR	EPCOS	2025
10	ACB(installed at HVAC plant, POD building)	12 nos.	800A/1000 A	Schneider, Siemens	2015



7	UPS	1 No.	2 KVA	NUMERIC	2015
8	Earth Pit	As per Location			2016

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

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV/630 A	ABB	2024
2	Distribution Transformers,11/.433kV Dry type	2 No.	2000 KVA	Kirloskar	2015
3	LT Bus-duct Sandwich type	06 Nos.	3200A	Schneider	2015
4	LT TTA isolator panel Comprising ACB.	2 set	3600A	Schneider	2015
5	LT TTA Main Normal panel Comprising ACBs and MCCBs	1 set	2200A	Schneider	2015
6	LT TTA Main Emergency panel Comprising ACBs and MCCBs	1 set	2200A	Schneider	2015
7	External MDB panel comprising of MCCB.(As per SLD)	1 set.	300A	Schneider	2015
8	APFC Panel comprising of ACB	2 set.	650 KVAR	EPCOS	2015
9	UPS	1 no.	5 KVA	NUMERIC	2015
10	Earth Pit	As per Location			2016

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

Sr. No.	Descriptions of item	Qty.	Rating	Make	Year of Mfg.
1	11 KV RMU	1 set	12kV/630 A	Schneider	2015
2	Distribution Transformers,11/.433kV Dry type	1 no.	1.6 MVA	Kirloskar	2015
3	LT Bus-duct Sandwich type	3 nos.	2500A	Schneider	2015



4	LT TTA isolator panel Comprising ACB.	1 set	2800A	Schneider	2015
5	LT TTA Main Normal panel Comprising ACBs and MCCBs	1 set	2200A	Schneider	2015
6	LT TTA Main Emergency panel Comprising ACBs and MCCBs	1 set	1400A	Schneider	2015
6	External MDB panel comprising of MCCB.(As per SLD)	1 set.	300A	Schneider	2015
4	APFC Panel comprising of ACB	1 set.	550 KVAR	EPCOS	2015
5	UPS	1 no.	5 KVA	NUMERIC	2015
5	Earth Pit	As per Location			2016

6. SCADA SYSTEM :

1	Complete SCADA system	Lot	Schneider	2016
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7. Rooftop Solar Power Plants

1	422 KWp on various buildings.	Lot	KSolare	2018
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8. L.T. D.G. SET at SIC & Health Center

1	62.5 KVA D.G. set	02 Nos.	Cummins	
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8.1 List of mandatory spares (including services) for Annual Preventive Maintenance of 02 Nos. 62.5 KVA L.T.D.G. set.

Sr. No.	Description	Qty.	Unit
01.	Lub. Oil Filter	02	Nos.
02.	Fuel Filter	02	Nos.



03.	Element Air Filter	02	Nos.
04.	ENGINE LUBRICATING OIL (15W40)	40	Ltrs.
05.	Coolant	4	Ltrs.

9.

Mobile L.T. D.G. SET

1.	125 KVA D.G. Set	01 No.	GEMCO	
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9.1 List of mandatory spares (including services) for Annual Preventive Maintenance of 01 No. 125 KVA L.T.D.G. set.

Sr. No.	Description	Qty.	Unit
01.	Lub. Oil Filter	01	Nos.
02.	Fuel Filter	01	Nos.
03.	Element Air Filter	01	Nos.
04.	ENGINE LUBRICATING OIL (15W40)	20	Ltrs.
05.	Coolant	2	Ltrs.

10.

Mobile L.T. D.G. SET

1.	5 KVA D.G. Set	01 No.	Greaves Cotton Ltd.	
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10.1 List of mandatory spares (including services) for Annual Preventive Maintenance of 01 No. 5 KVA L.T.D.G. set.



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Sr. No.	Description	Qty.	Unit
01.	Lub. Oil Filter	01	Nos.
02.	Fuel Filter	01	Nos.
03.	Element Air Filter	01	Nos.
04.	ENGINE LUBRICATING OIL (15W40)	5	Ltrs.
05.	Coolant	1	Ltrs.



CHECKLIST TO ACOMPANY THE TENDER

Sl. No.	Document to be Submitted	Description to be given	Scanned documents/ photocopy to be Submitted	Column 5
(1)	(2)	(3)	(4)	(5)
1. a)	Name and address of the contractor		Yes/No	
b)	Name of the authorized person of the firm/company with authorization certificate on firm/company letterhead.	Copy of Certificate	Yes / No	
2.a)	Contractors registration under appropriate class (Grade 'A') with Govt./PSU /MNC.	Registration	Yes / No	
b)	Partnership deed in case of firms & Article of Association in case of companies			
3.	Valid 'A' class Electrical Contractor license from Govt. of M.P./ Undertaking for submission of the same within one months after getting 'LOA'.	Copy of Certificate	Yes/No	
4.	Valid Labor License from Govt. of M.P./ Undertaking for submission of the same Within one months after getting 'LOA'.	Copy of Certificate	Yes/No	
5.	Copy of Permanent Account Number (PAN) card and copy of current 03 years latest Income Tax returns submitted along with proof of Receipt.	PAN & IT Returns	Yes / No	



6.	Work completion certificates in support of annual turnover in Electrical Engineering works (Format at Statement-I)	Annual turnover	Yes / No	
7.	Work completion certificates in support of satisfactory completion of similar works along with purchase/work orders (Format at Statement- II)	Similar work	Yes / No	
8.	Statement of existing commitments and ongoing Govt. /PSU /MNC works along with supporting experience certificates as in (Format at Statement – III)	Existing commitments	Yes / No	
9.	Availability of equipment as in (Format at Statement – IV)	Equipment	Yes / No	
10.	Availability of key personnel as in (Format at Statement – V)	Key personnel	Yes / No	
11.	Information of litigation history as in (Format at Statement – VI)	Litigation history	Yes / No	
12.	Credit facilities/solvency certificates from banks	Credit facilities	Yes / No	
13.	E.M.D. Receipt	EMD Receipt	Yes / No	
14.	GST Registration with number	GST Registration	Yes / No	

All experience certificates including those in support of existing commitments issued by an Officer not below the rank of Executive Engineer (or) Equivalent grade.

All the statements copy of the certificates, documents etc., enclosed to the Technical bid shall be given page numbers on the right corner of each certificate, which shall be indicated in column (5) against each item.



FINANCIAL BID

Proforma for Quoting the Rates

NIT No.: IITI/IDO/Maint./E/O&M-MRS/NIT/2024-25/08

February 22, 2025

Sr. No.	Item Description	Charges per month (In Rs)	Yearly Amount (In Rs) Amount	Remarks
1.	<p>NON-COMPREHENSIVE ANNUAL OPERATION CONTRACT OF 33/11 KV SUBSTATION, 4 NOS OF 11/0.433 KV LOAD SUBSTATIONS, 02 No. 2 MVA HT DG set, 01 No. 125 KVA LT DG Set, 02 Nos. 62.5 KVA LT DG Set, 01 no. 5 KVA D.G. set and 422 KWp ROOFTOP SOLAR POWER PLANTS AT IIT INDORE.</p> <p>(Rates shall include all Taxes and Duties & Bidder must submit the detailed cost analysis with 24 x 7 manpower availability)</p> <p>Note - It includes cost (as per Govt. of India minimum wages including amendments time to time) of man power deputed to IIT Indore for the said work. Electrical system operations including daily, weekly, monthly, quarterly, half yearly maintenance of the electrical system to be carried out by the deputed engineers / Technicians.</p>			
2.	<p>NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33/11 KV SUBSTATION, 4 NOS. OF 11/0.433 KV LOAD SUBSTATIONS, ACB at HVAC Plant & Pod Buildings and 422 KWp ROOFTOP SOLAR POWER PLANTS AT IIT INDORE.</p> <p>(Rates shall include all Taxes and Duties & Bidder must submit the detailed cost analysis with 24 x 7 manpower availability)</p> <p>Note - It includes cost of annual preventive maintenance of all LT/HT panels, bus ducts, transformers, D.G. sets through OEM or authorized service partner of OEM.</p>			



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

*Infrastructure
Development
Office*

3.	COMPREHENSIVE (Mandatory) ANNUAL MAINTENANCE CONTRACT OF 01 NO. 2 MVA, 11 KV H.T. D.G. set , 01 NO. 125 KVA, 02 NOS. 62.5 KVA et & 01 No. 5 KVA LT D.G. set AT IIT INDORE. (Rates shall include all Taxes and Duties & Bidder must submit detailed cost analysis including services) Note - It includes cost of annual preventive maintenance of all D.G. sets through OEM (for 2 MVA D.G. set) or authorized service partner of OEM.			
4.	AMC of 2 MVA, 11 KV D.G. set, which includes 06 mandatory visits and 02 breakdown visits in a year at IIT Indore. (Rates shall include all Taxes and Duties & Bidder must submit detailed cost analysis including services) Note - It includes cost of AMC through OEM or Authorized service partner of OEM.			
5.	Grand Total (in figures) (inclusive of all the taxes, duties, charges)			
6.	Grand Total (in Words) (inclusive of all the taxes, duties, charges)			

Date:

Seal & Signature of Tenderer