



**राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**  
 (Institute of National Importance)  
 G.E. Road, Raipur – 492010 (C.G.)

Phone: (0771) 225 42 00  
 Fax: (0771) 225 46 00  
 Email: [director@nitrr.ac.in](mailto:director@nitrr.ac.in)  
 Website: [www.nitrr.ac.in](http://www.nitrr.ac.in)

No./NITRR/R-1/Adv./2009/----- 2158

Raipur Dtd:- 20/10/2009

To,  
 M/s AK Advertisers  
 Near Tatyapara Chowk,  
 Raipur (C.G.)

**Sub:-** Publishing of advertisement – regarding.

Dear Sir,

19.6<sup>th</sup> Novem. 2009 You are kindly requested to publish the advertisement given below by the Hitavada in minimum size. Bill according to DAVP rates may kindly be submitted to the office of undersigned in three copies for the payment.

You are also requested to enclose DAVP rate list and copy of the advertisement published along with the bill.



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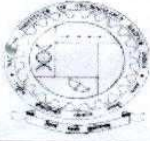
Technical & Financial bids are invited (Separately in two envelopes super-scribed bids for work Electrical maintenance contract at NIT Raipur and put together in a single envelope) from eligible bidders. Bidders may submit bids by **30 November 2009 up to 16.00 PM. to Registrar NIT Raipur**. The scope of work, terms & conditions prescribed application form is available on NIT Website, [www.nitrr.ac.in](http://www.nitrr.ac.in). Application can be downloaded from website, However Rs. 1000/- to be paid in form of DD in favor of **Director NIT Raipur**. The last date for submission of application is **30/11/09 upto 1600 Hrs.**

**Registrar**  
**National Institute of Technology**  
**Raipur (C.G.)**

**Copy To:-**

1. Estate Office, NIT Raipur for Information.
2. Account Officer NIT Raipur for Information.
3. Central Store, NIT Raipur for Information.
4. Steno to Director, NIT Raipur for Information.

  
**Registrar**  
**National Institute of Technology**  
**Raipur (C.G.) – 492010**



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Dear Sir,

You are kindly requested to publish the advertisement given below by <sup>16</sup> 6 Novem. 2009 in your Raipur local edition the <sup>14</sup> Hari Bhumi & Navbharat in minimum size. Bill according to DAVP rates may kindly be submitted to the office of undersigned in three copies for the payment.

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इलेक्ट्रिकल रखरखाव कार्य के लिए मद दर मुहर बंद निविदा टेक्निकल एवं फायनेसियल निविदा दो (अलग-अलग मुहर बंद लिफाफे में एवं लिफाफे के ऊपर मेन्टेनेंस लिखा हुआ, दोनों लिफाफों को एक लिफाफे में बंद कर) पात्र ठेकेदारों से आमंत्रित किया जाता है। यह निविदाएँ 30/11/09 को 16.00 बजे तक रजिस्ट्रार राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर को प्रस्तुत किया जा सकता है। निविदा के कार्य एवं संभावनाएं, नियम एवं शर्त राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर के वेबसाईड [www.nitrr.ac.in](http://www.nitrr.ac.in) पर देखा जा सकता है। निविदा प्रपत्र का मूल्य रु0 1000/- हैं जो कि डिमांड ड्राफ्ट के रूप में निदेशक राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर को देय हों।

कुलसचिव  
राष्ट्रीय प्रौद्योगिकी संस्थान  
रायपुर (छ.ग.)

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Registrar

National Institute of Technology  
Raipur (C.G.) - 492010

## **INVITATION OF TENDER for CARRYING OUT ELECTRICAL MAINTENANCE WORK**

To,

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Dear Sirs,

**Subject : INVITATION OF TENDER FOR THE WORK OF ELECTRICAL MAINTENANCE CONTRACT.**

1. You are invited to submit your most competitive Tender for the following work:-

| Brief Description of the Work of Sanitation / Up keeping Contract | Specifications * | Unit / QTY.           | Work Period                                                                                                                                                                    | E.M.D. in Rs.                                                                                                                                                                                                                                               | REMARKS                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------|------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please refer enclosed "TFA" for complete details at Page No.6     | As per "TFA"     | As specified in "TFA" | Initially the work will be awarded to successful bidder for Period of 3 Months, on trial basis, which may be extended upto next 12 months, in case of Satisfactory performance | <b><u>D.D./Pay Order</u></b> of <u>Nationalized Bank drawn in favour of the Director, NIT, RAIPUR</u> for an amount of <b><u>Rs.25,000=00</u></b> (Rs. Twenty five Thousand only) to be invariably, enclosed with the Tender in separately sealed envelope. | Tubes, chokes, HPSV Lamps, Ignitors condensers, Regulators, cables, fans and fitting. Switch sockets, Holders, MCB/ Switches, OH Wires / Insulators/ Poles. The bidder will have to make his own arrangements for Complete Contract, machinery, essentially required tools & plants / equipments, etc. for proper performance of this contract. |

## 2. **Bid Price**

- a) The work shall be for the full quantity as described in "TFA". Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the bidder under the scope of this work, shall be included in the total price. However, the percentage of duties, taxes being levied shall be shown separately in order to calculate Basic Price (Clearly indicate the detail break-up such as Price & Taxes if any).
- c) The rates quoted by the bidder shall be fixed for the duration of the work and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Rupees only.
- e) The Director, NIT, will not be responsible to any liabilities, entitlement of the workers engaged by the bidder during period of work. The adherence to the Govt. policies/norms/rules as stipulated, such as workmen compensation act, safety of workers, PF liabilities, Minimum Wages Act, Medical Claims, Insurance Claims, will be sole the responsibility of the bidder / Contractor. No claim in this regard will be heard by the Director, N.I.T. what so ever.
- f) During the operative period of maintenance period, any damages / casualties will have to be rectified / replaced, by the service provider / the bidder, promptly at his sole liability.

3. Each bidder shall submit only one Tender.

## 4. **Validity of Tender**

Tender shall remain valid for a period not less than 120 days after the deadline date specified for submission.

## 5. **Evaluation of Tenders**

The Director, NIT will evaluate and compare the Tender(s) determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Tenders would be evaluated for all the Contracts together as specified in "TFA" .

**Conditional Tender(s) will not be accepted.**

## **TENDER NOTICE:**

Sealed quotations are invited from the firms/bidder(s) having requisite experience in THE WORK OF ELECTRICAL MAINTENANCE CONTRACT.

Sealed quotations duly super scribed with Tender Notice and Due Date for supply of following:

- 1) **TENDER NO.**
- 2) Description of Contract: CARRYING OUT ELECTRICAL MAINTENANCE WORK FOR THE YEAR 2009-2010.
- 3) EMD for Tender Rs. 25,000/-
- 4) Sale period: Please refer Tender Advertisement.
- 5) Last date of Submission: 30<sup>TH</sup> November 2009 at 3.00 P.M.
- 6) Date of opening: 30<sup>TH</sup> November 2009 at 4.00 P.M.

### **1) Qualifying Conditions:**

- 1a) The bidder should have experience of similar nature (as prescribed in **ANNEXURE- A,B,C & D.** to carry out ELECTRICAL MAINTENANCE WORK with manpower deployment).

The bidder should have executed similar work in Govt. /Semi Govt. Departments, or any other public undertaking of repute, for the similar quantum.

- 1b) The bidder should have executed the work of similar magnitude / nature for amount not less than 50% cost being put to tender, during last 2 years in Govt/ Semi Govt Deptt (Enclose copies of work order).

### **2) E.M.D.:**

EMD of **Rs.25,000=00** will only be accepted in the form of DEMAND DRAFT of Nationalized Bank, drawn in favour of the Director, NIT, RAIPUR, payable at RAIPUR.

**Note: Tender(s) without EMD will be outrightly rejected.**

### **3) Qualification of the Bidder:**

Issuance of Tender form shall not automatically construe pre –qualification of the firm, which shall be determined during qualifying bid evaluation only.

### **4) Submission of Bids:**

- 4a) The bidder shall submit their bids in a sealed envelop duly superscribed  
“**Quotation for : CARRYING OUT ELECTRICAL MAINTENANCE WORK FOR THE YEAR 2009-2010.**”
- 4b) The EMD Rs. 25000/- will be enclosed invariably in separate envelope.

4c) Undersigned reserves the rights to assess independently capacity and capability of the bidder(s) and to modify the technical qualifying requirements, if felt necessary, in the overall interest of NIT, RAIPUR.

4d) Undersigned also reserves the rights to accept or reject delayed Tenders to reject any or all quotations, to postpone date of sale/ opening of Tender without assigning any reasons thereof. Bidders are requested to take note of this.

4e) The payment in respect of this maintenance contract shall be made at the end of each month after providing / carrying out the maintenance work satisfactory completion of the work on Pro-rata basis.

4f) The contractor shall be responsible for the service conditions of the workers engaged by him, for their disbursement of payment, Provident Fund, ESI, Workmen Compensation Act, Minimum Wages Act 1948 and all statutory liabilities as per labour law etc. The Institute Authority shall not be bound to defend any claims brought under the Workmen Compensation Act or any other Labour Laws in force.

4g) In case of deficiency in work or if the Coordinator, Electrical Maintenance Section of the Institute, receives the complaint from the user, the contractor shall be levied penalty in proportion to the nature of work deficit/poor quality delivered / involved in the work. The penalty imposed will be to the extent of an amount, not less than **Rs.100/-** each time. If there is recurrence of complaints in continuation, the contract may be discontinued.

4h) The contract can be terminated / come to an end if the services provided by the contractor are not satisfactory, even without prior notice.

4i) Security deposit @ 5% of the total value of contract shall be retained from the first payment to the contractor, till the completion of contract.

## **5. Payment Terms:**

- i) Payment shall be made on the monthly basis, within fifteen days from the date of submission of the bills.
- ii) The contract agreement will be executed in between successful bidder and the Director, NIT, RAIPUR.

**DIRECTOR**  
NIT RAIPUR

# **NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR**

## **FORM OF TENDER**

Annual maintenance contract for Electrical installation at N.I.T, RAIPUR.

Place: RAIPUR  
The Director  
N.I.T,  
RAIPUR, 492010.

Dear Sir,

1. Should this tender be accepted, I/We agree to abide by and fulfill the terms and provisions of the said conditions of the Contract Agreement annexed thereto.
2. Our Bankers are:-
  - i.
  - ii.
3. Address of the firm

Tel. No.

Fax :

Mobile No. :

4. The names of the partners of our firm are
  - i)
  - ii)
  - iii)
5. Name of the partner of the firm authorized to sign
  - i)
  - ii)
- Name of the persons with power of Attorney to sign the contract
  - i)
  - ii)

6. I/We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender invited by you.
7. I/We have visited the site ,examined the site of works specified in the tender document and acquired the requisite information relating thereto as affecting the Tender.
8. I/We hereby offer to execute and complete the works in strict accordance with the terms & condition mentioned in tender document at the rates quoted by me/us in the attached Bill of Quantities in all respects as per the Specifications considerations / having

assessed and scope of works described in the tender document and the Annexure containing terms and conditions.

9. In the event of being selected as the successful bidder for the captioned AMC work, I/ We agree to submit @ 5 % of the tender amount as security deposit, which will be refunded after the expiry of defect liability period and will not bear any interest, and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and/or in the event of our failure to execute the contract when called upon to do so by accepting our Tender or upon termination of contract by the Director N.I.T.
10. I/ We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
11. The rates quoted by me/ us are fixed and shall not be subjected changes due to escalation variations on account of fluctuation in market rates, changes in taxes & duties or any other reasons whatsoever during the entire contract period.

**NAME OF THE PERSON AUTHORISED TO SIGN AND SUBMIT THE TENDER**

I)

II)

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

PLACE:

YOURS FAITHFULLY

DATE :

NAME AND ADDRESSES OF THE TENDERER

(SIGNATURE OF THE TENDERER)  
NAME AND SEAL

## QUALIFICATION REQUIREMENTS:-

*(For Work of Electrical Maintenance/ Up keeping Contract)*

1. The bidder should be an experienced service provider (work completed certificate to be invariably enclosed) who must have rendered similar kind of services of the type, as specified in the 'Tender Format Annexure' up-to at least **80% of the quantity or Rs. 1.00 Lac per month** (or as specified in TFA) required, in any one of the last 2 years in Govt. / Semi Govt. Deptt..
2. The bidder should furnish the information on all past service work, undertaken / executed similar in nature, and satisfactory performance certificate to be submitted for both (a) and (B) Above, in pro-forma under Section XI.
3. All bids submitted shall also include the following information along with formats under Section XV.
  - i) Attested Copies of documents to be enclosed (subject to be verified from original) , defining the constitution or legal status, place of registration and principle place of business of the company or firm or partnership, etc.
  - ii) The bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity and experience (both technical and commercial) in respect of the similar contract of up keep maintenance, and should also posses the infra-structure / plant & machinery required for carrying out the said work of maintenance services, within the specified time of completion.
  - iii) The bidder should clearly confirm that, all the facilities exist in his office for carrying out the maintenance work satisfactorily, and these will be made available to the DIRECTOR NIT or his representative for inspection.
  - iv) Reports on financial standing of the Bidder, such as profit and loss statements, Balance sheets/ income tax details for the past three years, bankers certificates etc. should be enclosed, invariably along-with the bid documents.
  - v) The bidder should submit the registration certificate of PWD/CPWD/MES / P & T of approved class.  
The above information shall be furnished by the bidder invariably in appropriate Schedules / Annexure as may be relevant.
  - vi) The bidder should submit valid Electrical Licence certificate

**Technical and Price bid should be submitted in two separate envelopes and both the envelopes should be put together in one separate envelope.**

**Price bids submitted by the bidders will be opened only for the bidders who fully qualify in Technical Bid Evaluation.**

**Signature of Bidder**

**DIRECTOR  
NIT, RAIPUR**

**FORMAT OF TENDER**

| Sr. No. | Description of Contract                           | Specifications & Quantity | Unit      | Quoted Unit Rate in Rs. / | Total Amount |          |
|---------|---------------------------------------------------|---------------------------|-----------|---------------------------|--------------|----------|
|         |                                                   |                           |           |                           | In Figures   | In Words |
|         | Please refer enclosed "TFA" for complete details. | As per "TFA"              | Per month |                           |              |          |

**Gross Total Cost : Rs.\_\_\_\_\_**

We agree to undertake the work of Electrical Maintenance/ Up keeping Contract in accordance with the required specifications/conditions for a total work price of Rs. \_\_\_\_\_ .

In figures (Rs. \_\_\_\_\_ amount in words) within the period specified in the Invitation for Tenders.

We also confirm that the rates quoted by us are firm and will not be subject to change/escalation/increase during the period of work.

**Signature of Bidder with Seal**

**DIRECTOR  
NIT, RAIPUR**

:-

**SECTION XI:**  
**PERFORMANCE STATEMENT**

**Pro-forma for Performance Statement (For period of last three years)**

**Bid No. NIT/EMS/AMC**  
**Time:**

**2009**

**Date of Opening :**

**2010**

Name of the Firm: \_\_\_\_\_

| Order placed by (Complete address of Institute) | Work Order No. and Date | Description and Quantity under Maintenance Work | Value of order | Date Completion of Work |        | Remarks indicating Reasons for non-performance, revocation, if any. | Has the services provided been satisfactorily rendered (Attach a certificate from the Competent Authority /User) |
|-------------------------------------------------|-------------------------|-------------------------------------------------|----------------|-------------------------|--------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                                 |                         |                                                 |                | As per Work Order       | Actual |                                                                     |                                                                                                                  |
| 1                                               | 2                       | 3                                               | 4              | 5                       | 6      | 7                                                                   | 8                                                                                                                |
|                                                 |                         |                                                 |                |                         |        |                                                                     |                                                                                                                  |

**Signature and Seal of the Bidder :** \_\_\_\_\_

## **NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR**

|                     |   |                                                                                              |
|---------------------|---|----------------------------------------------------------------------------------------------|
| Description of work | : | Annual Maintenance Contract for "Maintenance of Electrical Installations" at N.I.T., RAIPUR. |
| Contract period     | : |                                                                                              |
| Validity of offer   |   | 120 days from the date of opening of the tender.                                             |

### **TERMS AND CONDITIONS/GENERAL INSTRUCTIONS TO THE BIDDERS**

1. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor should furnish Rate Analysis for scrutiny of the rates by NIT if required.
3. Rates should include all taxes (including service tax), Duties, Octroi, Levies, Wages as per Act, etc. and should be fixed for the entire contract period. No escalation of rates will be allowed for the entire contract period on any account.
4. Materials used and the completed work should confirm to relevant BIS codes. BIS and CPWD specifications and Methods of Measurements shall be followed if applicable. However, in the absence of the same and / or any discrepancy, the decision of NIT will be final.
5. Monthly payment will be made in case of maintenance works based on bill submitted by the contractors and certified by Coordinator/Supervisor EMS.
6. Separate work slips / work orders will be issued by NIT in respect of the items which are not covered under the monthly charges. The contractors may raise the bills for the same within a month's period after completion of the work. NIT will be at its liberty to reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained for making payments.
7. Any discrepancy in settlement of bills may be brought to the notice of NIT within a period of one month after the settlement of the bills. NIT will not entertain any claim regarding any settlement of bills after stipulated time.
8. Additional works and replacement works shall be paid at the rates as per Standard Approved rates of NIT OR on the basis of List Price of the company plus applicable taxes OR maximum retail price of the company (whose product has been installed), whichever is lower. In absence of any of the above rates, rate shall be fixed based on the rate analysis of the market prices supported by documentary proof with 15% towards Contractor's overheads and profits plus taxes as applicable. The contractor will arrange to procure and submit the current price list of the company otherwise the bill will be settled as per the price list available with NIT, EMS. The Rate Analysis shall be submitted by the Contractor for scrutiny and approval of NIT.
9. Income Tax, Works contract tax and other taxes as applicable will be deducted from total payment due to Contractors.
10. All complaints covered under the monthly maintenance charges in the Annual maintenance contract are to be attended within a period of 7 days and other works for which slips are issued, shall be attended after the issue of work slips. In case of emergency the complaint shall be attended immediately (notwithstanding a period of 7 days) as per instructions of coordinator/supervisor, EMS. In case of delay in attending the work in time, NIT will be at liberty to get the work done through any other agency and the cost therefore shall be recovered from the contractor at the discretion of NIT.
11. The Contractor should have a valid license relating to his Contract and the workmen (wireman's license) employed by the contractor should also have the valid license and experience in their trade.
12. The Contractor should arrange to obtain necessary cover (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him. The WC policy should be taken for 125% of the contract value per annum and should be submitted to NIT in original within 7 days from the date of issue of the work order. If

the contractor fails to take necessary insurance policy within / days, then NIT will have the right to take policy for the same and debit the cost from the bill and / or any amount payable to the contractor.

13. All the Standard Conditions of the contract shall be binding on the parties as per Indian Contract Act and prevailing rules.
14. The Contractor shall comply with all the applicable Acts, Rules, regulations and Law(s) for entering into Maintenance contract and will (not in any way) be liable or responsible for any default/ irregularities / penalties on the Contractor's part.
15. The contractor is required to satisfy the quarries raise by Director NIT, as and when required, that the wages paid to the laborers shall not be less than the Minimum fair wages notified by the Central /State Govt. agencies as applicable in the existing case. The contractor shall also comply with the provisions of Contract, Labour (Regulation and Abolition) Act,1970,Minimum Wages Act and all other labour laws and other statutory regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NIT shall not be held responsible for any penalty on failure of compliance of any labour regulations. NIT will have the power to inspect the Wage Register and for physical verification of the salary paid to the staff with reference to any records of the Contractor to comply with the Laws in vogue.
16. The contractor should be responsible to fulfill all the obligations in connection with the workers employed by him for the purpose of the contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident fund, Workman compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.
17. The Contractors workman shall be wearing uniforms superscribed with the firm's name along with identification cards during their working hours at the site which is mandatory.
18. The Contractor should obtain necessary permission that may be required for the purpose of this contract from such authorities as may be prescribed by Law from time to time as may be deemed fit.
19. The Contractor or his authorized representative should visit the site frequently as required by NIT and meet the Coordinator, EMS with prior appointment for any clarifications and to receive instructions , take measurements, etc. at the site.
20. Any act of indiscipline /negligence /misconduct/theft/ pilferage on the part of any employee engaged by the contractor resulting in any loss to NIT in kind or cash will be viewed seriously and NIT will have the right to claim damages or levy fine and / or terminate the contract forthwith, if necessary.
- 21) In case of any default or failure on Contractor's part to comply with all / any one of Terms/ conditions NIT reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/ s from dues otherwise payable to the contractor and / or by taking recourse to appropriate recovery preceding.
- 22) If any dispute arise on any matter concerning this contract, the decision of Director VINT shall be the final and binding.
- 23) The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbance or inconvenience to the occupants/ visitors at site or near the site of work within NIT premises.
- 24) The work should be carried out with least inconvenience to the occupants. The workmen employed by the contractor should abide by the Rules and Regulations maintained by NIT in the premises, especially in respect of working hours, entry of workers to the premises, interpersonal relations with the occupant etc.
- 25) The contractor should obtain approvals, if any necessary for the work from the statutory bodies on behalf of NIT. The contractor shall assist NIT fully in respect of any liaison with the Municipal or any other authority for necessary approval / permission with regard to the construction/ maintenance works. The fees and other statutory charges, if any, will be reimbursed to the contractor based on the original receipts produced to NIT.
- 26) The contract can be terminated by NIT on 15 day's notice if services are found to be unsatisfactory and if there is no improvement even after issue of three notices to the contractor.
- 28) On site storage space will be provided to the contractor subject to its availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of NIT. NIT will not be responsible for Contractor's materials. The

- contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to NIT. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the contractor.
- 29) The contractor shall make necessary arrangement for the proper execution of the works. NIT will not supply any T& P materials or any other equipment, materials, labour, etc. and no payment in this respect will be made by NIT.
  - 30) The Contractor shall not directly or indirectly transfer, assign or sublet the contract or any part of it, without written permission of NIT.
  - 31) Any defect which may appear within the Defect Liability Period of 12 months after the completion of work should be rectified by the Contractor at his own cost and only thereafter the Security Deposit will be refunded to the Contractor.
  - 32) All the pages of the Tender Document shall be signed by the Tenderer.
  - 33) Bids are to be dropped in the tender box by hand only. Those submitted by unauthorized agents and FAX/ Telex/ telegraphic bids shall not be entertained/ considered.
  - 34) Rates should include for cleaning the site thoroughly and unless the same is done to the satisfaction of the Coordinator / Supervisor, EMS, the bill will not be accepted.
  - 35) Income Tax, Works Contract Tax etc. and any other taxes as applicable will be deducted from any payment due to the Contractor.
  - 36) The contractor shall make necessary arrangement for watch and ward of his materials at his own risk and cost.
  - 37) If last date of receipt of Tender / Quotation and opening date is a holiday then submission and opening of Tender / Quotation shall be shifted to next working day without change of time and venue.
  - 38) The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of Tender shall not be entertained. Conditional / Deviation Tenders may be rejected without making any reference to the Tenderer.
  - 39) The Tenders will be opened in the presence of such Tenderers or their authorized representatives who choose to be present.
  - 40) No advance shall be paid towards mobilization and cost of materials.
  - 41) Any replaced item shall be similar to the existing one, with matching technical specification and quality.
  - 42) The Contractor shall use necessary safety equipment and maintain all safety measures /norms during the execution of works and ensure compliance of Safety Code as per Rules and Regulations in force.
  - 43) The Contractor shall engage necessary qualified and experienced staff at his own cost during the execution of the work for attending the day to day affairs.
  - 44) The Contractor shall submit the bill along with the accepted and jointly recorded measurement sheet duly certified by the NIT Coordinator/ Supervisor, EMS.
  - 45) Notwithstanding any thing stated above, NIT reserves the right to assess the Tenderer's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of NIT.
  - 46) The decision of NIT in awarding the work shall be final and can not be subjected to arbitration.
  - 47) NIT reserve the right to accept / negotiation / reject any Tender either in whole or in part without assigning any reasons therefore whatsoever and without entering into any further correspondence and hence, NIT shall be under no obligation to accept the lowest or any other Tenders received in response to this Tender. The decision of NIT in this regard shall be final and indisputable.
  - 48) NIT also reserves the right of suppression of any of the conditions stipulated in the Tender Document.
  - 49) Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures.
  - 50) (a) No compensation shall be admissible for any loss suffered by the Contractor during the execution of the work. It shall be the Contractor's sole responsibility to protect NIT staff and his employees against accident from any cause and he shall indemnify NIT against any claims for damage for injury to person or property, resulting from any such accidents with necessary Insurance cover.

- (b) The Contractor should take necessary insurance cover at his own cost for his persons employed at site. (Third Party Insurance and Workmen's Insurance as per Rules).
- (c) Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor at his risk and cost and if necessary, through suitable Insurance cover.

**DECLARATION BY THE CONTRACTOR / BIDDER.**

We / I have read and understood all the instructions / conditions made above and we / I have taken into account the above Instructions / Terms and Conditions while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

Seal and Signature of the Contractor.

**DIRECTOR  
NIT, RAIPUR**

## **SPECIAL CONDITIONS / INSTRUCTIONS TO THE CONTRACTORS:-**

- 1) The contractor shall have a valid electrical license issued by the competent authority of the central/state government. The offer without valid copy of electrical contractor license will be treated as cancelled. No further correspondence in this regard will be entertained. If contract is awarded to the contractor then the original copy of the license will be produced before the N.I.T. official for verification.
- 2) The wiremen (electrician as well as helper ) engaged by the contractor should bear a wire man's license issued by the competent authority. The copies of their license should also be enclosed along with the offer. If contract is awarded to the contractor then the original copy of the license will be produced before the NIT for verification.
- 3) Replacement of wireman without prior permission of NIT is not generally permissible. In case of replacement of wireman, if it is absolutely necessary, the original copy of the new wireman's license will be produced before the NIT officials for verification.
- 4) The service / work slip issued by the supervisor EMS should be signed by the concerned official indicating that the works have been carried out satisfactorily.
- 5) Monthly payments will be made in the annual maintenance contract based on the monthly bills submitted by the contractor. The bill shall be submitted in the first week of every month for the works carried out in the previous month.
- 6) The bills should be submitted along with the monthly report as per format attached herewith ( indicating total nos. of complaints recorded in the complaint register , no of complaints attended, no of complaints not attended and the reason thereof etc).The bills and the above mentioned attached Proforma should be certified by the coordinator / supervisor,EMS along with their remarks in this regards.
- 7) Separate work slips/ works orders will be issued by the coordinator in respect of the items which are not covered under the lump sum charges. The contractor may raise bills for the same within claim made after the stipulated time period.
- 8) The bills of the works carried out without proper work slip / work order are liable to rejection and no further representation in this regard will be entertained.
- 9) Contractor will follow the prescribed formats/ procedures for receiving complaints, issue of work slips by Coordinator / supervisor EMS and preparation of bills etc. as stipulated by NIT from time to time.
- 10) In regard to the items replaced at NIT costs, the contractor shall deposit the old fittings with the EMS store and submit the certificate to that effect along with the bill.
- 11) The contractor or his authorized representative shall supervise the maintenance works and shall be available at site whenever required.
- 12) Liaisoning with MSEDCL, CPWD, PWD (Elect. Inspector) will be done by the contractor as and when required. The contractor should be competent to issue test report/ other certificates required by these organization.
- 13) The replacement wherever payable extra will be done only on written permission of NIT.
- 14) All the works shall be carried out under the guidance of coordinator/ supervisor, EMS.
- 15) All works or repairs etc. carried out must be technically sound and acceptable to NIT. These works shall be inspected by the coordinator, EMS.
- 16) Daily attendance of the workers will be maintained at EMS office. For any absence of the electrician or helper, deductions will be made from the lump-sum monthly charges on pro-rata basis.
- 17) The contractor shall keep sufficient stock of day-to-day required materials in the space provided by the NIT. It will be done at contractors own risk and no extra payment will be made for maintaining this stock.
- 18) Any misguidance or dishonesty to NIT such as in respect of highly inflated measurements of works, use of fake material, charging the occupants for carrying out maintenance work etc. will be viewed seriously and if required appropriate penalty for the above may be imposed by NIT including termination of contract.
- 19) It shall be the responsibility of the contractor for safety and cleanliness of the installation /equipments particularly which are under his sole possession / use as required. Nothing extra shall be paid to the contractor in this regard.

- 20 Rates are included of all prevailing taxes and duties. Nothing extra should be paid in this regard.
- 21 Any damage done to the existing installation / building particularly due to negligence of contractor shall be entire responsibility of contractor to make good the same free of cost.
- 22 The contractor shall provide identity card to the staff employed at site. The staff deputed at site of work shall be trained & qualified. They should be able to behave properly with client department's official. In case complaint about any misbehavior & /or of improper working of any of staff of contractor is received /noticed the concerned person shall be presumed that no such staff was on duty, beside taking any other suitable action will be initiated by Coordinator Electrical maintenance section as deemed fit.
- 23 The contractor shall be responsible to provide & maintain records at site of work e.g. for attendance of on duty staff, log books for equipments etc. as required.
- 24 The department shall be at liberty to discontinue the work at any time without assigning any reason and no claim of any sort shall be entertained due to premature closure of the contract.
- 25 Cleaning agents, such as soap & dusters shall be provided by the contractor, nothing extra shall be paid for such items.
- 26 The department will not pay beyond and above the quoted rates in respect of provident fund, Gratuity, Paid Holiday, Weekly off, Relieving charges, Medical charges, Insurance Charge etc.
- 27 The department will not be responsible for any injury sustained by the engaged / employed by the contractor workers during the performance of their duties and also for any damages or compensation due to any dispute between the agency / contractor and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be paid by the Agency. The Agency will be fully responsible for the payment of compensation.
- 28 In case it is noticed by the coordinator Electrical maintenance section that the work carried out by the agency is not up to the mark/ of required standard , two days written notice will be given to the Agency, warning the substandard quality of work and asking Agency to improve upon the standard within this period . In the event of the Department finding that there is no improvement and the work is not being carried out as per instruction, giving 24 hours notice shall terminate the contract.
- 29 The contractor / Agency shall be responsible for the conduct, behavior and fidelity of the staff employed by him, verification of person engaged is necessary.
- 30 The Coordinator Electrical maintenance section reserves the right to extend / reduce the period of contract as per the existing conditions.
31. No workman shall be deployed continuously for more than 60 days at one site, and the department shall have no involvement in any claim submitted by the worker for permanent absorption in the Department on the plea of working / engaged on Government duty.
32. **Labour engaged by the contractor shall not be paid equal to the minimum wages as fixed by the Government from time to time.**
33. Coordinator Electrical maintenance section shall have the absolute power to withhold such amount from the claim of the Agency / Contractor as he find suitable for breach of any condition mentioned herein as above to compensate the damages / risk caused by negligence of Agency / Contractor or his workman.
34. Material should have the warranty for one year from the date of completion of work.
35. All tools and tackles required for effective maintenance such as Multi meter, Megger, Clip on ammeter and Earth tester etc. Shall be provided by the contractor and should always be available at site till completion of the contract period. All the meters & testing equipment, which are used at site, should be periodically tested from authorized test laboratory.
36. Final decision for approving the material for use is rest with the Coordinator Electrical maintenance section
37. Proper preventive maintenance of electrical installation particularly for the following items of work shall be carried out as per period stated against them. The contractor should chalk out the suitable programme for the test result and inform the Coordinator

Electrical maintenance section in advance and shall be noted in suitable register maintained by the contractor.

- |                                |                      |
|--------------------------------|----------------------|
| a) Earth testing:              | Once in Six months   |
| b) Insulation Resistance test: | Once in Six months.  |
| c) Cleaning of installation :  | Once in three months |
| d) Transformer Oil Testing:    | Once in a year.      |

**Note: However, the contractor has to take corrective measures whenever required.**

38. The contractor and or his representative, labour should not remove, disturb, dislocate the existing equipment and its parts from its position until and unless it is authorized by the Coordinator Electrical maintenance section in writing. The entire installation should be intact at any time of inspection. Care shall also be taken not to damage installation by improper handling etc.

The contractor shall be responsible for any damage or theft and shall have to make good to its original shape and description as and when damage/ theft etc. is noticed or taken place due to wrong operation of the equipment or negligence of the contractor's staff.

39. It shall be the responsibility of the contractor for safety and cleanliness of the installation / equipments particularly which are under his sole possession / use as required. Nothing extra shall be paid to the contractor in this regard.
40. Rates are included of all prevailing taxes and duties. Nothing extra should be paid in this regard.
41. Any damage done to the existing installation / building particularly due to negligence shall be entire responsibility of contractor to make good the same free of cost.
42. The department shall be at liberty to discontinue the work at any time without assigning any reason and no claim of any sort shall be entertained due to premature closure/termination of the contract.

## **ADDITIONAL SPECIFICATIONS, TERMS AND CONDITIONS FOR D. G. SETS.**

**Scope of work:** The scope of work covered by this contract is an integral part of schedule and include the following.

### **1) SCOPE OF WORK:-**

The electrical works are covered under the said maintenance work in all the Departments, Sections, Student Hostels, Guest House, Quarters and all the outside areas including Staircases, street lights, pump house, Dispensary, Security post, canteen, nescafe etc. within the NIT premises.

1. In incorporated with schedule of work.

### **Annexure "AE"**

1. Electrical inventory - Residence & Non Residence
  2. AC, Water Coolers, window coolers, fire exanimation & Aqua guard.
- 2) a) The make of items so replaced should be strictly as per the list of approved makes given in the specification, elsewhere. Where the approved makes are not available, the make of such materials should be as approved by the coordinator/ supervisor EMS.)
- b) Replacement of Tube lights and Incandescent bulbs of 40/60/100/200W in common areas including Stair case, pump house, Dispensary, Students Hostels, Office, Guest House, Sports room & Lift of all the buildings.
  - c) Replacement of Fan bearings as & when necessary in all the buildings (Capacitor, regulators, minor repairs).
  - d) Screws/ nuts/ bolts/ wooden plugs/ saddle & spacers/ Adhesive tapes/ tools & tackles etc. as may be necessary for the entire work.
  - e) Any other item (whether used inside the building or outside) individually costing upto Rs 100/- shall be deemed to have been included in the AMC charges.
  - f) Quarterly cleaning and checking of all the ceiling/ exhaust / lift fans.
  - g) Monthly cleaning of all the meter rooms / boards.
  - h) Routine preventive maintenance work such as checking, cleaning, tightening of electrical wiring connections/ joints and putting accessories as and when required.
  - i) Insulation resistance testing for all the conductors inside the building and in the meter room in each building once in six months.
  - j) Measurement of earth resistance of all available earth pits once a year.  
Works at (i) and (j) will be carried out in consultation with the coordinator/ supervisor EMS.
  - k) Watering all the available earth pits monthly.
  - l) Checking of load current on the main incoming cable to each other meter room monthly.
  - m) PVC conduit & Casing capping beyond 2 mtr. Length.
  - n) Any other items individually costing more than Rs 100.00 (Not listed in para above) No claim by the contractor in this regard will be entertained by the bank.

## **\*\* SAFETY PRECUATIONS:-**

As part of the contract, the contractor must satisfy the under mentioned safety requirements and must ensure at all times that these are followed without any deviations.

1. Smoking is prohibited in the air-conditioned and including computer space in the entire NIT campus.
2. Any job where welding etc. is required or some work where lighting or flame is involved or some temporary electrical connections are to be made, such jobs should be done with prior permission of the coordinator / supervisor, EMS.
3. It is entirely the responsibility of the contractor to follow the safety procedures such as using safety belts, life lines, helmets, rubber gloves etc. depending upon the nature of works. A first-aid box should be maintained by the contractor at the premises for his workers. Contractor is free to approach NIT for any suggestion in this regard. However any lapse in this regard will be viewed seriously.
4. The contractor should ensure that his worker posted at NIT premises are well conversant with operations of fire extinguisher.
5. The contractor shall take all precautions to avoid accident and probable cause of same. He must take utmost care regarding the safety of his workers posted at NIT premises.
6. While carrying out works like using drill machines or any such item, bare wires without plug tops should not be inserted into the sockets for electrical power.
7. The wire men should take adequate safety measures ( such as body grounding) while carrying out repairs on any electrical appliance.
8. Electrical connections in the chronic leakage areas should be de- energized until the rectification of the leakage problem is done.
9. During carrying out any work involving excavation / digging alteration of wires / cable paths every care should be taken to avoid electrical shock or any damage to the existing cable. De-energisation of particular circuits must be considered when and where required.

**Seal and Signature of the Contractor.**

**DIRECTOR  
NIT, RAIPUR**

**NOTE:-**

- (i) NIT decision for allotment of work in this regard shall be final and binding.
- (ii) The rates shall be valid for the entire contract period.
- (iii) The property shall be handed over to contractor for maintenance on "as and what is basis" and the contractor shall be required to do the pending work (if any), without any extra cost.
- (iv) In regards to the pending works ( as per scope of work ) contractor shall not give excuses that the same does not fall under their scope of work such as so and so work should have been done by the previous AMC contractors and is not in their scope.

QUOTATION FOR PROVIDING AMC SERVICES AS DETAILED IN THE SCOPE OF WORK (Ref - Special Conditions of Contract) INCLUDING THE LABOUR, INSURANCE , APPLICABLE TAXES ETC.

| Sr. No | Name of the premises and location | Nos. of Buildings                       | Nos. of Electricians and Helpers to be provided                                                                                                                                                                                  | Lump-sum charges per month in Rs. In figures and in words. |
|--------|-----------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1      |                                   | Please Refer<br><br><b>ANNEXURE – A</b> | S/S = 03 Nos.<br>Electrician = 09 Nos.<br>Helper = 05 Nos.<br><b>(Please refer General Conditions)</b><br>Supervisor = 03 Nos.<br>AC Mechanic = 03 Nos.<br>Water cooler etc.<br>Mechanic = 02 Nos.<br><br><b>Total = 25 Nos.</b> |                                                            |

**TOTAL AMOUNT IN WORDS:**

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PLACE :  
DATE :  
ADDRESS :

(SIGNATURE OF THE TENDERER)

NAME AND SEAL

**(E) MINIMUM STAFF SHALL BE PROVIDED BY THE CONTRACTOR AS FOLLOWS:-**

**1. For NIT RAIPUR:**

|                             |   |         |
|-----------------------------|---|---------|
| I. S/S Wireman              | - | 03 Nos. |
| II. Wireman                 | - | 09 Nos. |
| III. Helper                 | - | 05 Nos. |
| IV. Supervisor              | - | 03 Nos. |
| V. AC Mechanic              | - | 03 Nos. |
| VI. Water Cooler etc. Mech. | - | 02 Nos. |

---

**Total - 25 Nos.**

If the required staff as mentioned above is not provided by the contractor on the particular day the penalty will be as follows as per day.

- A)** 1) If either the wireman or the Helper is absent, an amount of Rs. 200/- will be recovered from bill.  
2) If both the wireman and Helper are absent, an amount of Rs. 400/- will be recovered from bill.
- B)** On the nominated day if called on emergency and failing which wireman will attend duty an amount of Rs. 200/- will be recovered from the bill.

**TERMINATION OF CONTRACT:-**

N.I.T. reserves the right to get the assigned maintenance work carried out at the risk and cost or terminating the contract, if the maintenance is not found satisfactory by giving a suitable notice as required and the security deposit of the contractor will be forfeited.

**F. MODE OF PAYMENT:-**

1. Monthly
2. Extension of Contract:-
  - a) 3 Months extension can be given by department i.e. on the same rates, if desired by department.
  - b) Further 3 months can be extended if department and contractor are mutually agreed at the same terms and conditions.

**G. POSTING OF STAFF.**

1. Qualified Wireman shall be posted by the licensed contractors as per I.E. rules.
2. Contractor should provide local address of all the staff posted to the co-ordinator/supervisor EMS, with verification of details.

## **TERMS AND CONDITIONS :**

(Operation and routine maintenance of electrical sub-station)

1. The contractor would be required to manage the sub-station in **general shift** between **9.00AM to 6.00 PM** by deputing his technically qualified operational staff as per annexure –II. The staff employed shall have the following experience and qualification.

### **(a) Wireman – Cum- Lineman/Operator**

- i) He should have passed ITI / Diploma or equivalent qualification in the trade or Electrical workman permit/ workman's competency certificate, Electrical workman's / lineman license ( certificate issued by local authorized Electrical Inspectorate for the operation and maintenance of the said electrical equipments and voltage level ).
- ii) Must have a minimum practical experience of 5 years in erection & Maintenance of different type of HT & LT electrical switchgears including UG cables.
- iii) He should be practically experienced to handle switchgears, transformers, motors, electrical starters and carryout rectification of faults therein. He should be able to use the allied T & P such as Tong Tester, Multimeters, etc. with skill and should preferably be aware of Indian Electrical Regulations.
- iv) Should be capable and competent to deal with electrical shocks & Operational staff affected thereby.

### **(b) Helper**

- i) Unskilled workers who should have preferably worked with competent qualified electrician and wireman.
- ii) Should be able enough to understand and take care of electrical hazards. Competent to provide assistance and attending to electrical faults or switch on and off electrical switchgear, cleaning of panels and other allied equipments.

Since operational staff has to work on all days, reliever for weekly off will have to be arranged separately. As per the labor rules, maintenance staff will be allowed one weekly off and 3 National Holidays. In case the operational staff is required on weekly or National Holidays compensatory rest etc. shall have to be arranged by the contractor by arranging relievers but nothing extra on this account shall be paid.

The coordinator Electrical maintenance section reserves the right to ask the contractor to remove any staff without assigning any reason whatever. The decision of coordinator Electrical maintenance section will be final and binding on the contractor in this regard.

The contractor shall maintain attendance register for the operational staff at site, which is supposed to be regularly checked by the agency. The attendance register shall also liable to be checked by coordinator / supervisor EMS.

The contractor shall be fully responsible for the conduct of the staff deputed by him. However on the recommendation of the contractor, duty passes shall be arranged by the department.

- 6) The operational staff shall always be as per clause-1 above. The absence of the specified staff in any shift shall attract recovery as below.

|                                               |   |                    |
|-----------------------------------------------|---|--------------------|
| - Electrician/ operator not reporting on duty | - | Rs. 500 per shift  |
| - Helper not reporting on duty                | - | Rs . 450 per shift |

### **SPECIAL CONDITIONS:-**

1. The rates quoted shall be on monthly basis and shall be valid for a period of one year, which is further extendable on the same rates , terms and conditions.
2. The contractor shall enter into an agreement (as per specimen enclosed) for a period of one year renewable from time to time on mutual agreement on the same terms and conditions.
3. The rates quoted on monthly basis shall be inclusive of following.
  - a) One wireman with valid License and one helper shall be stationed at the NIT or as directed, from 9.00 am to 6.00 pm (General Shift) on all working days.
  - b) In case of exigencies or unfinished work during the above working hours, the work shall be completed after working hours on the following day before office hours or on Sunday or holiday with no disturbance to the working of the office.
  - c) No conveyance charges or any other charges are payable for travel, conveyance etc. to the site of work as directed by co-ordinator from time to time and the rates quoted shall be inclusive of these. If any additional manpower is required the same will have to be arranged by the contractor, at no extra cost.
  - d) The material shall be supplied by NIT for additional alternation in the existing installation and maintenance as per the direction of Coordinator / Supervisor, EMS. Any rates not covered under the Annexure-II shall be paid at prevailing market rates or as decided by Coordinator/supervisor, EMS. The rates are inclusive of periodic preventive maintenance work which shall also be taken up on Holiday & Sunday, as directed by co-ordinator/supervisor,EMS.
  - e) In case of power failure it will be the duty of the Agency to use his good offices for early restoration of power supply. However, assistance from the NIT will be extended.
- 4) NIT shall not be responsible and liable for the safety of the workmen employed by the contractor for the maintenance work.
- 5) The contractor shall obtain insurance for workmen compensation and third party risk for an adequate sum and copy proof to be submitted to NIT EMS office.
- 6) Contractor shall be responsible for any acts of commission or omission on the part of their workmen in respect of any damages or loss to NIT property.
- 7) If in the opinion of NIT the performance of the contractor is found to be unsatisfactory, the contract shall be liable for termination giving seven (7) days notice with consequent forfeiture of security deposit.
- 8) The contractor shall comply with the provisions of the Payment of wages Act 1936, minimum wages act 1948 employees liability Act 1938, workman's compensation act 1923 Industrial Disputes Act 1947 and any modifications in these statutory rules and regulations introduced from time to time.

### **9) SAFETY CODE:-**

The Contractor shall at his own expense arrange for the safety provisions as required by the co-ordinator/ supervisor, EMS in respect of all workers directly or indirectly employed for the work and shall provide all facilities in connection there with. In case the contractor fails, to make arrangements and provide necessary facilities the Co-ordinator, EMS shall be entitled to do so, and recover the cost thereof, from the contractor.

## **MAINTENANCE ROUTINE**

(Electrical Sub-station including HT / LT panels and associated switchgears, etc.)

### **A. DAILY CHECKS :**

1. Reading and recording of HT voltage, LT voltage, load transformer temperature, etc. as prescribed every hour.
2. Checking and recording oil levels in the conservators of transformer and ensure that it is within the prescribed levels.
3. Check for oil leakages from conservators, transformer and take remedial measure.
4. Check oil temperature which should not exceed more than 40 to 45 degree C above ambient. Arrangements should be made to keep the temperature within limits. Check load on transformer & reduce load in case of over-loading. Abnormal rise in temperature should be brought to the notice of Coordinator, Electrical maintenance section immediately.
5. Check colour of silica in the breather. The colour should remain blue. If it changes, the silica jell should be removed and retrieved in sun. If the colour does not change than it should be replaced.
6. Check HT/ LT cables and boxes for overheating.
7. Cleaning the LT panels with damp cloth. Maintaining the transformer room, HT and LT panel room clean and ventilated.
8. Check the bouchoiz relay accumulation of gas. (It should be released immediately and check for overheating of transformer)
9. All tripping of relays, OCBs, ACBs, blowing of HRC fuses shall be recorded in log-book. Persons for fault to be found and duly recorded.  
Check battery solution and top-up with distilled water or electrolite as necessary.

### **MONTHLY CHECKS:**

- 1) Clean the bus-bar chamber HT & LT switchgears with electric blower / compressed air.
- 2) Check oil level in OCBs-top-up if necessary.
- 3) Check incoming and outgoing cable terminations for overheating / sparking/ pitting.
- 4) Check earth strip termination with the body of all HT & LT switchgears wherever it exists.
- 5) Check neutral earth connection of transformers for looseness.
- 6) Check battery circuit, battery charger and water density etc. change if necessary.

### **SIX MONTHLY CHECKS:**

- 1) Check earth resistance ( It should not be more than 5 ohms in any case )
- 2) Check insulation resistance.
- 3) Check oil for dielectric strength. ( The results should not be less than 3 times normal working voltage )
- 4) Check the oil for acidity contents.
- 5) Check fire extinguishers and other fire fighting equipments for normal working.

**NOTE:** The above checks shall be carried out preferably in the month of **March & September**.

- 6) After the work is awarded the contractor he would be required to furnish the details of person being arranged with verification name, father's name, qualification, local address of the staff and other antecedents of the staff proposed to be employed by him for the job.
- 7) Specialized highly technical manpower for undertaking sub-station maintenance activities such as overhauling of HT & LT OCB /ACB, dehydration of transformer, checking of recalibration of protection relays, cable jointing etc. shall be arranged by the contractor within the scope of contract. Routine maintenance activities shall preferably be carried out on day to day basis or at frequency prescribed by annexure. Preferably on working days if situation permits, otherwise on Saturdays and Sundays.
- 8) The contractor shall be allowed to make use of available tools and plants, measuring and testing instruments, whatever is available in the sub-station. In case any additional T & P is required, the same shall be arranged by the contractor.
- 9) All spares of the equipment including transformer oil, HRC fuses and other fast running cleaning materials and small quantities of lubricants shall be arranged by the contractor. In case it is established that any of the spares or materials so issued to the contractor have been misused or have been wasted by the contractor staff on account of negligence or otherwise recovery for the same shall be affected from the contractor bill towards the cost of such spares/ materials. Decision of the coordinator Electrical maintenance section will be final and binding on the contractor.
- 10) There may be circumstances when some of the spares may not be available with the department. In such a situation if the exigencies demand, the contractor should be in a position to immediately arrange spares loss of time without waiting. Such supplies or composite works shall be tested as extra items (if not covered by the scope of contract) and shall be taken care of in accordance with the formalities as regards payment etc. Written permission of the coordinator Electrical maintenance section however shall be necessary in such cases.
- 11) In case of any damage to any equipment such as HT/LT ACB/OCB, meter, indicating lamp, SFU, etc. On account of negligence/ fault of the contractor staff, the same will have to be made good at their risk and cost. Failure to comply with this clause shall attract recovery from contractor bill.
- 12) Water and power will be supplied FREE OF COST for bonafide use at the work only. During the concurrency of contract the sub-station shall be in physical custody of the contractor or his authorized staff and after expiry of contract, the installations shall be handed over to department in the working condition in which it was taken over, if required the necessary work will be got done at his risk and cost.
- 13) The department reserves the right to terminate the contract before/after the expiry of contract period without assigning any reason. This will normally be as a result of unsatisfactory performance of contract. Validity of the contract can however be extended in accordance with the clause.

## ANNEXURE- A

### THREE SHIFT OPERATION OF ELECTRICAL INSTALLATION AT NIT, RAIPUR CAMPUS

| ABSTRACT OF COST |                                                                                                                                                              |              |           |            |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------|------------|
| Sr. No.          | Description                                                                                                                                                  | Rate / Month | Period    | Amount Rs. |
| 1.               | <b>Round the clock shift operation :</b><br>Three shift Operation for providing continuous power supply, Monitoring & Operation of 11 / 0.433 kV substation. |              | 12 months |            |

| Manpower Deployment at NIT Campus |                        |                                               |
|-----------------------------------|------------------------|-----------------------------------------------|
| Shift                             | Time                   | Manpower                                      |
| First Shift                       | 07.00 Hrs to 15.00 Hrs | Sub-station Electrician, Electrician & Helper |
| Second Shift                      | 15.00 Hrs to 23.00 Hrs | Sub-station Electrician, Electrician & Helper |
| Third Shift                       | 23.00 Hrs to 07.00 Hrs | Sub-station Electrician, Electrician & Helper |

| Manpower Requirement per Year |           |               |             |                 |                  |
|-------------------------------|-----------|---------------|-------------|-----------------|------------------|
| Manpower                      | Per Shift | No. Of Shifts | No. Of Days | No. Of Off Days | Net Working Days |
| Sub-station Electrician,      | 1         | 3             | 365         | NIL             | 365              |
| Electrician                   | 1         | 3             | 365         | NIL             | 365              |
| Helper                        | 1         | 3             | 365         | NIL             | 365              |

Signature of the Bidder

Seal

Date

# **NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR**

## **ANNEXURE- B**

### **ANNUAL MAINTENANCE OF ELECTRICAL INSTALLATION AT NIT, RAIPUR CAMPUS**

| <b>ABSTRACT OF COST</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |             |                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|-------------------|
| <b>Sr. No.</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Rate / Month</b> | <b>Unit</b> | <b>Amount Rs.</b> |
| 1.                      | Routine Maintenance of Electrical Installation at NIT, RAIPUR Campus (Departments / Sections, Quarters, Student Hostels, Guest Houses, etc.) including Periphery & Street Lighting System, Maintenance of 11 kV / 0.433 kV Indoor Substations, Transformers, Preventive Maintenance of panels & associated Switchgear, and any other related work including equipment cleaning at NIT RAIPUR Campus as specified in the enclosures. |                     | Per Month   |                   |

| <b>Manpower Deployment at NIT Campus</b> |                        |                               |
|------------------------------------------|------------------------|-------------------------------|
| <b>Shift</b>                             | <b>Time</b>            | <b>Manpower</b>               |
| General Shift                            | 09.00 Hrs to 17.30 Hrs | Electrician (1 No.)           |
| General Shift                            | 09.00 Hrs to 17.30 Hrs | Helper To Electrician (1 No.) |

| Manpower              | Per Shift | No. of Days | No. of OFF Days | Net Working Days |
|-----------------------|-----------|-------------|-----------------|------------------|
| Electrician Gr. 1     | 4         | 365         | Nil             | 365              |
| Helper To Electrician | 4         | 365         | Nil             | 365              |

**ANNEXURE- C**

| <b>ABSTRACT OF COST</b> |                                                                                                                               |                     |             |                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|-------------------|
| <b>Sr. No.</b>          | <b>Description</b>                                                                                                            | <b>Rate / Month</b> | <b>Unit</b> | <b>Amount Rs.</b> |
| 1.                      | Routine Maintenance of following units AC, water cooler, fire Extinguisher, desert cooler, Aqua Guard: in institute building. |                     | Per Month   |                   |

| <b>MAN POWER</b> |                                                                |   |         |  |
|------------------|----------------------------------------------------------------|---|---------|--|
| 1.               | A/c Mechanic                                                   | - | 02 Nos. |  |
|                  | Water Cooler Mechanic                                          | - | 01 Nos. |  |
|                  | Desert Cooler, Fire Extinguisher & Aqua Guard Mechanic Minimum | - | 02 Nos. |  |

**ANNEXURE- D**

|                            |          |                |
|----------------------------|----------|----------------|
| <b>Over All Supervisor</b> | <b>-</b> | <b>03 Nos.</b> |
|----------------------------|----------|----------------|

**Signature of the Bidder**

**Seal**

**Date**

## **ABSTRACT OF TOTAL AMC OF ELECTRICAL WORKS AT NIT, RAIPUR CAMPUS**

| <b>Sr. No.</b> | <b>Details of Work</b>                                                                                                                           | <b>Rate / Month</b> | <b>Unit</b> | <b>Total Amount Rs.</b> |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|-------------------------|
| 1.             | A. Three Shift Operation of electrical Installation at NIT RAIPUR Campus (Departments / Sections, Quarters, Student Hostels, Guest Houses, etc.) |                     | Per month   |                         |
| 2.             | B. Annual Maintenance of Electrical Installation at NIT RAIPUR Campus (Departments / Sections, Quarters, Student Hostels, Guest Houses, etc.)    |                     | Per month   |                         |
| 3.             | Any Other, Annual maintenance of A/c unit, water cooler, Fire Extinguisher, Desert cooler & Aqua gourd,                                          |                     |             |                         |
| 4.             | Over All Supervisor                                                                                                                              |                     | 11          |                         |
| 5.             | Service Tax, VAT, any other Tax to be mentioned clearly                                                                                          |                     | 11          |                         |
|                | TOTAL                                                                                                                                            |                     |             |                         |

Subject: Annual Maintenance contract of Electrical Installation at NIT, RAIPUR for the year 2009-2010

The material such as fuses, sockets, holders, chokes, starters, CFLs, tube rods, etc. will be supplied by N.I.T.

\*Please note that, it is not possible to include all minute details, in the scope of contract. For smooth running of the contract, the contractor, will have to provide such services, which may be essentially required, within the purview of this contract. In such a case where a direct rate for such item of work, cannot be applied, if required, a derived rate on Pro-Rata basis may be made applicable, on specific approval of Competent Authority.

\*Duration/period of the activities are approximate and may vary (if required). In case of variation, it is a stipulation that there will be no change in the terms and conditions or rates.

The above Services (as per **ANNEXURE- A & B** ) will be provided for sum total

amount of Rs. \_\_\_\_\_

(Rs. \_\_\_\_\_ in words)

Signature of the Bidder

Seal

Date

**SECTION XV**  
**CAPABILITY STATEMENT (CS)**

1. Name & Address of the Bidder :
2. Phone:
3. Classification    (1) Original Service Provider  
                              (2) Authorized Agent  
                              (3) Dealer  
                              (4) Other (Please Specify)
4. Office:            (aa) Location:-  
                              (bb) Description, Type & size of building:-  
                              (cc) Is property on lease or free hold? If on lease  
                                          indicate date of expiry of lease in such case

5. Type of equipment(s) possessed by the company/firm to carry out the work of maintenance.

| Name of Equipment /Machinery | Capacity/Size | Qty. | Nos. of Work Orders on hand, where the machinery is presently under use |
|------------------------------|---------------|------|-------------------------------------------------------------------------|
|                              |               |      |                                                                         |

6. Types of work handled during last 2 years other than those covered under 5 above.

| Nature of Work Undertaken<br>Give complete description | Capacity / Size<br>Of the work | Name of office & work<br>awarding authority with<br>complete address | Total Nos. of<br>Equipment(s)<br>deployed and the quantum<br>of workforce engaged<br>during work<br>period | No. of<br>orders on<br>hand |
|--------------------------------------------------------|--------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------|
|                                                        |                                |                                                                      |                                                                                                            |                             |

**Signature of Bidder with Seal**

7. Turnover for similar works carried out in last two years :

8. Details of facilities available :

(Give details of operations, which can be carried out on equipment offered/under use.)

9. Details of Organization (enclose details of Organization Chart) to be provided by the bidder after award of contract

No. of skilled employees \_\_\_\_\_

No. of Unskilled employees \_\_\_\_\_

10. Names of two organizations to whom similar services were provided in the past and to whom reference can be made by the Purchaser regarding the bidder's technical and delivery ability.

1) \_\_\_\_\_

2) \_\_\_\_\_

**Signature of Bidder with Seal**

## TECHNICAL PROPOSAL SUBMISSION FORM

---

To  
The Director  
N.I.T.  
RAIPUR

Dear Sirs:

We, the undersigned, offer to provide the work of AMC of Electrical Installation of N.I.T., in accordance with your request for Tender dated----- We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal duly sealed **under a separate envelopes**.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Work Negotiations.

We undertake, if our Proposal is accepted, to initiate the work of AMC of Electrical Installation of N.I.T., not later than the date indicated in the Office Orders.

We understand that, you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (*In full and initials*): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

---

## **BIDDER'S ORGANIZATION AND EXPERIENCE**

---

### **A - BIDDER'S Organization**

(Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.)

**Signature of Bidder with Seal**

## **B - BIDDER'S Experience**

(Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally worked either individually as a corporate entity or as one of the major companies within an association, for carrying out the work of maintenance similar to the ones requested under this assignment. )

|                                                                              |                                                                                                                                                                                       |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assignment name:                                                             | Approx. value of the work (in current Rs.):                                                                                                                                           |
| Location :                                                                   | Duration of Assignment (months):                                                                                                                                                      |
| Name of Client:                                                              | Total No of staff-months of the Assignment:                                                                                                                                           |
| Address:                                                                     | Approx. value of the services provided by your firm under the work (in current Rs.):                                                                                                  |
| Start date (month/year):<br>Completion date (month/year):                    | No of professional staff-months provided by Bidder:                                                                                                                                   |
| Name of Bidder's associated Staff, if any:                                   | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader as applicable): |
| Narrative Description of Project:                                            |                                                                                                                                                                                       |
| Description of actual services provided by your staff within the Assignment: |                                                                                                                                                                                       |

Firm's Name: \_\_\_\_\_

**Signature of Bidder with Seal**

## CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** (only one candidate shall be nominated for each position): \_\_\_\_\_

2. **Name of Firm** ( Insert name of firm proposing the staff): \_\_\_\_\_

3. **Name of Staff** ( Insert full name): \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **Education** (Indicate technical/college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment) : \_\_\_\_\_

6. **Other Training** (Indicate significant training since degrees under 5 - Education were obtained): \_\_\_\_\_

7. **Work Experience:** (List Work Experience areas where staff has worked in the last two years): \_\_\_\_\_

8. **Employment Record** (Starting with present position, list in reverse order every employment held by staff member since matriculation/graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.):

From (Year): \_\_\_\_\_ To (Year): \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>9. Detailed Tasks Assigned</b></p> <p>(List all tasks to be performed under this assignment)</p> | <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p>(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.)</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**10. Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

\_\_\_\_\_  
*(Signature of Bidder or authorized representative of the staff)* Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

**11. Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

\_\_\_\_\_  
*(Signature of Bidder or authorized representative of the staff)* Date: \_\_\_\_\_  
*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

**Signature of Bidder with Seal**

## **FINANCIAL PROPOSAL SUBMISSION FORM**

To: (Name and address of Client)

Dear Sirs:

We, the undersigned, offer to provide the work of AMC of Electrical Installation of NIT, RAIPUR in accordance with your Request for Tender dated -----2008 and our Technical Proposal.

Our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_

(In Words ) Rs. \_\_\_\_\_ ( in figures ).

The amount of the local taxes, as identified/estimated is shown in the summary separately.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Work negotiations, up to expiration of the validity period of the tender.

We undertake that, in competing for (and, if the award is made to us, in executing) the above work, we will strictly observe the laws.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (In full and initials): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

No.

DATE:

2008

To,  
M/S ADVISION,  
Abhyankarnagar, RAIPUR

Dear Sir,

With reference to the subject matter contained in above tender notice, it is requested to make it convenient to publish this notice on or before **2008**, in the following newspapers:

(1) Hitavada (2) Dainik Bhaskar/ Navbharat (Hindi)

The necessary bill in triplicated, levying the minimum rates as applicable for government institutions may be submitted after publishing the above advertisement.

Yours Faithfully

**REGISTRAR**  
**N.I.T.**

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# **NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR (C.G.)**

## **TERMS & CONDITION**

1. The tenderes are advised to visit and inspect thoroughly the site of work and installation required to be operated/maintained before tendering.
2. The installation equipment covered under this operation and maintenance contract are briefly as mentioned in the Annexure “A” attached herein.
3. The detailed inventory installation/equipment is available with department which may be reviewed by the tendere before tendering. The same shall be signed by the contractor in token of having taken over the job in hand and shall be liable to hand over back the Installation equipment as incorporated therein after due completion of the work.
4. The work shall be deemed to be stated either as when the requisite staff is deputed by the contractor at site of work or the inventory or the inventory as referred above is signed by him whichever is latter. Similarly the work shall be considered to be complete only after the installation/ equipment as above are handed over back to the department as reqd.
5. It shall be responsibility of the contractor for safety and cleanliness of the installation/equipment particularly which are under his sole possession/use as reqd. All the earth connection to HV/MV panels. Earth electrodes will be kept cleaned/tightened and earth masonry enclosure shall be kept clean, free of excess material and periodically watering is to be done as reqd. Ans. Worn-out thimbles/nut-bolts will also be replaced. Nothing extra shall be paid to the contractor in the contractor in this regard.
6. The scope of work include sundries materials required for routine maintenance viz soap, duster, lugs grease, HRC, fuses screws, nut bolts lost (lost their by to be replaced) mobile oil (for oiling of rotaionary machines) indication lamps, gland rope etc, Battery solution, fan bearing. Supply & replacement of all accessories i.e. lamps , chokes, switch, starter, igniter, bulbs/tube holders of all types, condensers and wires etc. in street light/ compound light/ stair case light including accessories of internal electrification works of residential and non-residential buildings and excavation refilling and jointing with epoxy joint of faulty cables for which nothing shall be paid extra. The replacement of bulbs & tube light rods in mess & corridor of hostels. The lamp & tubes CFL lamp or E light lamps are to provided in the institute buildings.

- /. The scope of work also include lifting and lowering of pump and rewinding of pump & repairs of pump starter.
8. The scope of work also include replacement of silieagel in breather, dehydration/ filtration of transformer/ OCB' s topping of transformer oil, rectification of oil leakages carrying out Various tests on transformer i.c dielectrics strength and acidity tests as per IE rules, injection testing, calibration of relays etc. as read.
9. The contractor shall be the responsible to maintain records furnish data about mandatory tests i.c. insulation and earth tests of all the installations as per IE rules.
10. It shall responsibility of Contractor to maintain and hand over back the installation covered under scope of work after completion of work in good working condition as reqd.
11. The job includes attending day to day complaints and maintaining record for the same as reqd. The contractor is required to deploy the minimum number of person as per norms.
12. All complaints shall be arranged to be attending by the Contractor by the same day failing which panel recovery & / or getting the job done at risk and cost contractor could be imposed upon by the Engineer – in- Charge at his discretion.
13. Sufficient Staff/Labour should be engaged according to the nature & job category of works. Minimum number of all categories of labour for different works should remain present.
14. The Contractor shall periodically display at site and submit to the Engineer – in- Charge the duty chart of staff on duty regularly. The staff deployed site of work shall be trained and qualified and to posses wireman license as per requirement and should be able to behave properly with the client department's officials. In case complaint about any misbehavior & /or for improper working of any of staff of contractor is received / noticed the concerned person shall be removed and replaced by the contractor immediately failing which it shall be presumed that no such staff was no duty beside taking any other suitable action by Engineer – in charge as deemed fit.
15. Any damages done to the existing installation/ building particularly due to negligence shall be entire responsibility of the contractor to make good the same free of cost.
16. The contract can be terminated by the department within 72 hours notice and proportionate payment shall be made if the contractor fails to provide the requisite or regular staff is posted by the department at site.

- 1/. NO 1 & P shall issued by the department for operation as well as maintenance jobs and nothing extra shall be paid on this account.
18. The contractor shall be responsible to provide and maintain records at site of work e.g for attendance of on duty staff, log books for equipments etc as reqd.
19. Except for servicing minor repairs and replacement of parts etc. covered under condition (6) (7) and (8) here above the scope of work does not include special repairs i.c. major repairs to transformer and repairs/ replacement of HT switch gears etc. However for any such job to be got done at site of work by the department through open market & / or reqd. The contractor's staff pefebly foreman / supervisor shall be associated without any extra charges and the installation / equipment so required than forth shall be deemed to be included in the inventory and then after will remain to be under scope of this operation and maintenance contract as reqd.
20. The scope of work include periodical servicing and routine repair of the equipment as per Manufactures recommendations and also minor repairs and replacement of parts and accessories  
( i.c. T& P reqd. for same ) which are not associated or done in consequence with the same repairs/ major repairs as mentioned here above. The materials required for the same however shall be issued by the department free of cost at NIT store. The tenderer has to arrange for quarterly inspection and report of the status of health of installation by the manufacture / authorized. Service centre.
21. With out inconsistent with provision mentioned here above the materials required for day to day operation and routine maintenance shall be issued by the department free of cost at NIT store at Raipur.
22. Nothing extra shall be payable to the contractor for carriage / handling of the materials issued by department at NIT Stores as per terms and conditions.
23. The contractor shall maintain proper record of receipt of materials issued by the department and also about the use of the same at site as required failing, failing which recovery at twice the issue NIT stock issue rate against discrepancy, if any noticed by the Engineer – in- Charge shall be imposed upon the contractor.
24. The contractor. Shall inform well in advance about the requirement of materials at site which are required to be arranged by the department.
25. The tenderer are offered to quote their unit rates for the materials which they foresee are required to be the issued by the department for time and for which if required by the

department contractor could be permitted to provide the same against materials to be issued by the department free of cost payment basis at rates so offered.

26. All the dismantled / unused materials shall remain the property of department and shall be the responsibility of the contractor to return back the same in to N.I.T store periodically as required

failing which recovery shall be made at double the market rates from the contractor.

27. The contractor and/ or his site engineer shall be regularly reviewing the complaint register/ site order book. There by attending the site requirements efficiently and effectively, failing which Engineer – in- Charge shall be free to take suitable action as per relevant terms and conditions of agreement at his discretion as required.
28. Liaison work with CSEB arranging shutdown of HT lines for any repair work shall be the responsibility of the contractor.
29. Minimum staff deployment at the site :- as per norms
30. The contractors shall keep adequate staff. The staff shall be as per the qualification and experience mentioned in IE Rule the staff be given weekly rest & paid atleast the minimum wages as per law.
31. The Contractor is required to ask his persons to visit door to door for the better performance and rectification of complaints and to create good & healthily sorrounilings atmosphere.

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# **ELECTRICAL INVENTORY OF STAFF QTR. & HOSTEL NIT, BUILDING RAIPUR**

**“AE”**

| S. No.       | Location /Quarter          | Light Point | Fan Point  | Light Plug Point | Power Plug Point | Remark/ Total Points |
|--------------|----------------------------|-------------|------------|------------------|------------------|----------------------|
| 1            | D- Type - 03 Nos.          | 138         | 24         | 66               | 21               | 0                    |
| 2            | E - Type - 20 Nos.         | 640         | 160        | 300              | 120              | 0                    |
| 3            | F - Type - 28 Nos.         | 588         | 168        | 280              | 308              | 0                    |
| 4            | G - Type - 24 Nos.         | 408         | 96         | 264              | 24               | 0                    |
| 5            | H - Type - 50 Nos.         | 750         | 150        | 400              | 0                | 0                    |
| 6            | I - Type - 26 Nos.         | 130         | 26         | 52               | 0                | 0                    |
| 7            | Hostel 06 Nos. With Wardon | 1482        | 324        | 576              | 276              | 0                    |
| 8            | Street Light               | 100         |            |                  |                  |                      |
| <b>Total</b> |                            | <b>4236</b> | <b>948</b> | <b>1938</b>      | <b>749</b>       | <b>7871</b>          |

**"B"**

| S. No.       | Location /Quarter  | Light Point | Fan Point | Light Plug Point | Power Plug Point | Remark/ Total Points |
|--------------|--------------------|-------------|-----------|------------------|------------------|----------------------|
| 1            | Institute Building | 2000        | 500       | 500              | 500              | 3500                 |
| <b>A + B</b> |                    |             |           |                  |                  | <b>11371</b>         |
| <b>Say</b>   |                    |             |           |                  |                  | <b>11400</b>         |

**Annexure "A"**  
**( Institute Buildings)**

|   |                                     |         |
|---|-------------------------------------|---------|
| A | AC units ( Window Type/ Split Type) | 90 Nos. |
| B | Water Coolers                       | 40 Nos. |
| C | Room Coolers                        | 35 Nos. |
| D | Fire ( Eighting Extinguisher)       | 65 Nos. |
| E | Aqua Gaurds                         | 35 Nos. |