TENDER DOCUMENT


TENDER ID JAI201906040

Pre-Bid Meeting : 3.00 PM on 04.07.19 (at Bank colony Hassanpura Jaipur)

Last date and time for Payment of tender fees Through SB collect : 03.00 PM on 08.7.19

Last date of submission of tender : 03.00 PM on 09.7.19

Date of opening of tender: Technical Bid Financial Bid : 03.30 PM on 09.07.19 (Will be informed after technical Bid Evaluation)

1. SBIIMS inviting tenders from A class Electrical contractors for Annual Maintenance Contract of 11KV/440V Electrical Substation and Electrical Maintenance of residential buildings at SBI Bank colony, Hassanpura, Jaipur.

2. Earnest money deposited will be refunded to all except the successful bidder without any interest, after awarding the work to the successful bidder.

3. Tenders are to be submitted on before 09.07.19 by 03.00 PM to The Vice President, SBIIMS at 5, Nehru Place Tonk Road, Jaipur along with the earnest money of Rs 5000/- in the form of DD in favor of SBIIMS payable at Jaipur. The envelope should be superscribed with Annual Maintenance Contract of 11KV/440V Electrical Substation and Electrical Maintenance of residential buildings at SBI Bank colony, Hassanpura, Jaipur.

4. The Contractor shall have to deposit equal to one month contract amount as security deposit inclusive of EMD at the time of execution of agreement. The Security Deposit will be refunded on termination of the contract after adjusting the dues payable by the Contractor to the Bank without any interest.

5. Tender Fees - a Non refundable tender fees of Rs 3000/ is payable through SB collect with Tender ID JAI201906040.

6. Technical Bid of the proposals will be opened at 03.30PM on 09.07.19. Financial Bid of vendors who qualified in the technical bid will also be opened in earlier date after technical bid evaluation in the presence of bidders or the bidders duly authorized representatives.

7. The Financial Bid of those qualified bidders whose Part I containing EMD & Technical Bid and all other enclosures except price bid is found in order will be eligible for financial bid opening. The tenders without EMD will be rejected. Financial Bid and Technical Bid should be in two separate cover.

8. The contract for services would be for a period of one years from the date of acceptance subject to renewal for a further period of one year on the same terms and conditions & satisfactory performance at the sole discretion of the Bank.

9. The contractors/bidders are advised to visit the site at their own cost prior to submission of bid.

10. Time allowed to start the work is 15 days from the issues of work order.

11. The Courts in Jaipur city alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.

12. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason.

13. Final award of the contract will be subject to the approval of the Competent Authority in the Bank.

Vice President
SBIIMS, Jaipur Circle

Signature of the Contractor with Seal
TENDER PROCESS

The tender process will be in two cover system. The cover one contain EMD and Technical bid ,covering letter, certificate of vender all other pages of tender document other than price bid and cover two contain only price bid in a two separate sealed covers distinctly marked accordingly and both the proposal then put in a third envelope and sealed duly super-scribed as Annual Maintenance Contract of 11KV/440V Electrical Substation and Electrical Maintenance of residential buildings at SBI Bank colony , Hassanpura, Jaipur.

Envelope One: This envelope will contain;

(a) The EMD of Rs5000/-(Rupees five thousand only) in favor of SBIIMS payable at Jaipur and tender fees payment receipt.
(b) Undertaking by the contractor in the prescribed format as detailed in the tender document
(c) valid A Class electrical license (copy)
(d) Registration certificate of the firm / company.
(e) Applicable Labour licenses. If any
(f) ESI / EPF Registration certificate (s)
(g) Documents to prove experience as mentioned in the tender document.
(h) Turn over for last three years
(i) And all other important documents mentioned in application format of this tender document.

NOTE: TENDER WILL BE REJECTED IF THE TENDERER FAILS TO SUBMIT THE REQUIRED EMD ALONG WITH THE ABOVE CERTIFICATES AND WILL BE RETURNED WITH OUT OPENING THE PRICE BID.

i. Envelope Two: This envelope will contain the price bid.

1. All the tenderers are requested to note that State Bank of India /SBIIMS will not accept any incomplete or conditional tender and the tender will be rejected if any tenderer found quoted conditional tender and if the same are not withdrawn at the time of opening of tender / price bid. All conditions, if any, to be loaded with rate. The rate should be inclusive of all taxes payable and necessary insurance premium / service charges etc., for the labour and machinery etc. exclusive of GST

2. The tenderer should inspect the site and satisfy him-self of the scope of work before quoting the rates and clear the doubts if any. No deviation of conditions or request for change of specifications or additional rate will be entertained at any stage.

3. DETAILS OF PAYMENT: The payment to the Contractor will be released on submission of monthly bills along with proof of adhering to the contract conditions
CERTIFICATE OF THE CONTRACTOR

I / We read and understood all the conditions and requirements in the tender document for providing Annual Maintenance Contract of 11KV/440V Electrical Substation and Electrical Maintenance of residential buildings at SBI Bank colony, Hassanpura, Jaipur.

Place:
Date:

Signature of the Contractor
Name of work :-Tender for Annual Maintenance Contract of operation and maintenance of 11 KV/440 V electrical substation and electrical maintenance contract for 84 residential flats ,GM Residence and SBI officers Transit House (electrical maintenance of external and internal area of all the buildings) in the SBI colony Hassanpura, Jaipur.

1. This is primarily service contract without spares and included annual Maintenance contract of Electrical substation, Medium Low Tension and low-Tension panels, Transformers, Oil circuit breakers, electrical switch rooms at various location of the colony, distribution boards at all residential building including replacement of fuses, mcbs, switches, tube-roads, fans etc., cleaning of solar system installed (however the cost for materials of above Rs 2000/- for a single work will be paid by the bank) and all other related electrical works inside and out side of all the buildings at Hassanpura, Bank colony with following terms and conditions and when required the work relating to arranging testing, filtration of transformers and breaker oil shall be done, however, charges in this respect are to be borne by the Bank, testing of earthing regularly but at least every month for satisfactory working including maintenance, repairing and rectification, if needed and keeping all the premises consisting of equipments, trenches, ceiling etc. free from dust with daily clean, cleaning of internal parts of equipments, contacts, checking up and tightening of loose contacts, changing leads etc. in all the equipments regularly, Testing of acid concentration density in batteries including maintaining logbook of each equipments separately indicating daily checkup of installation, reading of various meters of ensuring satisfactory working condition with presence of at least one electrician each in the three shifts round the clock i.e. 7 Am to 3 PM, 3 PM to 11 PM and 11 PM to 7 AM, 7 days a week including all bank holidays and Sundays.

Contractor’s signature

With date and seal
Telephone No.
Postal address:
GENERAL CONDITIONS OF THE CONTRACT

1. Maintenance of Electric sub-station and Diesel Generator Set, Medium Low Tension and low-Tension panels, Transformers, Oil circuit breakers. Once a year or earlier, and/or as and when required the work relating to arranging testing, filtration of transformers and breaker oil shall be done, however, charges in this respect are to be borne by the Bank, testing of earthing regularly but at least every month for satisfactory working including maintenance, repairing and rectification, if needed and keeping all the premises consisting of equipments, trenches, ceiling etc. free from dust with daily clean, cleaning of internal parts of equipments, contacts, checking up and tightening of loose contacts, changing leads etc. in all the equipments regularly, testing of acid concentration density in batteries including maintaining logbook of each equipments separately indicating daily checkup of installation, reading of various meters of ensuring satisfactory working condition.

2. The major Electrical installation of the substation and the premises are – One 630KVA Transformer, Capacitor bank of 20Kvar , various LT/HT panels in substation premises and various panels and DB located in residential building of the colony and cleaning of solar plant installed there.

3. The logbook shall be produced to the Premises and Estate Department Jaipur on daily basis certifying that all electrical installations are in proper working order and well maintained for his perusal and taking instruction. Contractor is also responsible for maintenance of main switch board panels and related small panels situated at various location of all the building, working hours for substation is round the clock 24 hours .

Cost of electrical accessories and spare parts and consumables like transformer oil, oil cartage, distilled water etc. shall be payable by bank at market rate on production of bills . However, tape roll, test lamp and other tools are to be supplied to the workmen by the contractor and the Contractor shall maintain HRC fuse stock with them to be used as and when required. The duty electricians to be scheduled in three shifts as under: -

Shift # 1 - 7.00 AM to 3.00 PM  
Shift # 2 - 3.00 PM to 11.00 PM  
Shift #3 - 11.00 PM to 7.00 AM

4. Tenders which should always be placed in two envelopes, with the name of the project written on the envelopes should contain Earnest Money Deposit, Tender Fee, Pre-qualification forms, copy of valid A- class electrical contract license, conditions of contract and technical specifications. Envelope-2 should contain Price bid only . The decision of the committee regarding prequalification of contractors shall be final.

5. The work shall be carried out in accordance with Indian Electricity Rules 1956 and material shall conform to ISI/BIS standard. The contractor shall provide all the tools and safety kits to his workmen as required under laid down rules, Contractor shall also display a list of license No. and names of his Electricians on duty. Shock treatment chart and fire safety devices (provided by the Bank) shall be displayed all the time.

6. Any damage to property due to contractor’s negligence shall be made good by the contractor and the Bank will not bear any additional expenses on this account. The work may have to be carried out at any time of the day and night suiting to Bank’s convenience/exigencies. Any causality/damage/loss to human occurred during work and
because of faulty and or incomplete job done will be sole responsibility of the contractor and he will have to make good the loss, if any. The contractor will also be responsible to take suitable insurance cover note for the personnel concern.

7. Contractor must be prepared to work as and when called upon by the Bank. **They must have similar experience for at least 3 years to maintain a substation of 500 KVA capacity or above (self attested photocopy of the certificate must be attached)**

8. The Contractor shall be governed by the Contract Act in all the matters and shall obtain clearance from labor enforcement officer as required under labor rules and also ensure to comply the provision in respect of Minimum Wages Act and the provision of section 21(2) of Contract Labor (Regulation & Abolition) Act 1970 and shall also furnish the information and witnesses there to the bank on regular basis. The whole responsibility in this regard shall be of the contractor. All other statutory obligations, if any, shall have to be met by the contractor.

9. The contractor shall arrange the filtration of oil etc. before rains once in a year along-with pre and post filtration testing certificates of three samples from transformer and one sample from breakers at Bank’s cost. However, filtration date is to be fixed with Bank’s Engineer and accordingly shut down etc. to be arranged, if required (However charges in this respect shall be born by the Bank).

10. The contract shall be valid for 12 months only and may be extended to one more year with same terms and condition subjected satisfactory performance of the vender. and during the contract the bank shall have the right to terminate the same with one month’s prior notice in writing without assigning any reason. No correspondence in this respect will be attended.

11. The cost for materials of above Rs 2000/- for a single work will be paid by the bank.

12. The Contractor has to maintain Power Factor above 0.9 and preferably near one. If any penalty on this account is imposed by the Power supply Co. the contractor is liable for the same. However, any failure/shortcomings in APFC Panel need to be corrected by Bank within 48 hours failing which the clause is void for the period. The contractor has to execute the Megger test for the cables periodically and submit the report to Manager-Electrical without any charge.

13. The Contractor shall, on the instruction of the Manager(Electrical), immediately dismiss from the work any person employed thereon, who may, in the opinion of the Manager(Electrical), be unsuitable or incompetent or who may misconduct himself and such person shall not be again employed or allowed on the work without the permission of the Manager(Electrical).

14. Certificate by the Contractor-

I/we have gone through the above terms and conditions and nature of works and have Inspected fully to understand the condition of equipments in the sub-station. The major works of the regular maintenance or faulty part maintenance will be carried out after the working hours/Sundays/holidays and nothing will be paid extra for that.

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7 Signature of the Contractor with Seal
Scope of Works

1. Preventive maintenance is to be carried out along with normal maintenance as required even on week recess/holiday and the record of same has to be maintained in a register.

2. No T&P for the above execution shall be supplied by the department. The contractor has to arrange all the T&P required, on his own. T&P for daily use will have to be made available with his man. However, special T&P like megger etc. shall be provided before the Engineer-in-Charge and when demanded by him or required for the work.

Electrical Maintenance of Residential Flats ,GM House, SBI Guest House (External and Internal area of all the building the building), attending complaints including electrical maintenance work of all flats ,All panels and distribution Boards in each building is inclusive, outer area lights , etc.). Electrical maintenance also includes replacement of burnt/ broken electrical accessories such as switch, socket, ceiling rose, bulb holders, in all flats in Bank colony, Guest House, GM House etc and replacement LED bulbs, tube rods, street lights in garden, badminton court and staircase area etc in open area.

3. Installation is to be maintained based on the daily message register which shall be made available at the enquiry office.

4. All types of replaceable material like switches (modular/piano type), holders, wires, fuses and adhesive tapes etc. shall be arranged by the contractor.

5. The contractor has to maintain daily register for receipt of complaints and its disposal. Any complaint attended based on the message register or directly by the in charge of the work or directly received during maintenance has to be entered in the dairy.

6. Entire work has to be executed in accordance with Indian electricity rules and standards.

7. Disposal of complaint has to be made on the basis of first complaint received. However, in some cases, priority shall be accorded by the in charge of the work like common areas, pumping station etc.

8. Above maintenance also includes labour required for digging the cable and relaying the same, as such the contractor has to quote the rate accordingly.

9. The contractor should inspect the installation before quoting the rate as the installation shall be handed over on, as is available basis.

10. The contractor has to make the installation up to date within the first week of taking over the installation and keep it up to date during the whole of his maintenance period.

11. At the end of contract, the contractor will hand over the installation in perfect order and his last monthly payment will be released only after handing over the installation in good condition.
12. The contractor's staff will be provided one enquiry room free of cost from where they will operate the maintenance.

13. One electrician should be available for round the clock for attending the electrical maintenance of residential colony Hassanpura on urgent basis.

14. The contractor should have sufficient experience in maintenance of H.T/L.T electrical installation and qualified staff with him.

15. The contractor should have full knowledge of Electricity Department Rules and work accordingly.

16. In case of emergency work, the contractor has to work continuously till it is over and nothing extra will be paid on this account.

17. The Sub-station should not be left unmanned at any point of time.

18. The contractor will have to make arrangements for the dehydration of transformer oil, however, necessary charges will be paid separately by the Bank.

19. The scope of work will be the entire existing installation that comes up in future.

20. All the electricians shall have wireman license and firm must keep engineer with competence Certificate to carry out electrical works in the state of Rajasthan.

MAJOR INSTALLATIONS

1. External Electrical Installations (11 KV/440 V Electrical Substation Operation and maintenance)

   1 no 630 KVA transformers, 1 no. panel H.T Panel, APFC 20 KVAR, capacitor banks, L.T. Panel and other electrical panels such as distribution, external panels, main panel for distribution, external lighting including street light, A.M.F. panels cables and any other electrical installation available now etc.

2 SPECIAL CONDITIONS

1. The staff shall be for round the clock operation.

2. Contractor’s man will inform to the Asstt. General Manager (Premise & Estate)/CM (P&E) concerned in advance, any problem he may face, in smooth operation of pump and electrical system.

3. Contractor will have the following instruments with them:-

   i. Techo meter – one no.
   ii. Tong tester – one no.
   iii. Megger – one no.
   iv. Multimeter – one no.
iv. Tool Kit – two sets
v. Testers and test lamps – with each man power
vi. Air flow meter
vii. Lux meter
viii. Drilling machines
ix. HRC fuse stocks
x. Gloves, cutters, screw drivers etc

And other tools and instruments required in case of emergency will be arranged by contractor at his cost. However, the filtration/dehydration plant required for Transformer oil etc. will be arranged by the contractor. Hiring charges for which shall be paid by the Bank.

4. The work includes weekly maintenance like cleaning of panel tightening of nuts and bolts, greasing of the grease points and cleaning of the H.T. Room, Sub station and Transformer Room etc. D.G set be kept well maintained.

5. The contractor will depute one skilled service engineer at the time of major overhaul, maintenance work or in case of major breakdown rectified. No extra charges shall be paid for the same by the Bank.

6. The contractor will have to maintain log book for each parameter of sub station
7. All work will be done as per Indian Electricity rules

8. The duty electricians to be scheduled in three shifts as under: -

    Shift # 1 - 7.00 AM to 3.00 PM
    Shift # 2 - 3.00 PM to 11.00 PM
    Shift #3 - 11.00 PM to 7.00 AM
<table>
<thead>
<tr>
<th>S. NO.</th>
<th>Category</th>
<th>Type</th>
<th>Manpower Required</th>
<th>Min. Wages Per Worker Per Day Considered As Per Latest Circular of Central Government for Minimum Wages Act (Copy to be attached)</th>
<th>Statuary Components</th>
<th>Total Min. Wages Per Manpower Per Day Prevailing as on Date of Tender</th>
<th>Total Minimum Wages Per Day Quoted by the Vendor including other statutory obligations/compliances as per minimum wages act</th>
<th>Total Monthly Wages in (RS.) considering 30 working days</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td>Basic DA Total of Basic + DA EPF @ 13.15% of (7) ESI @ 4.75% of (7) Bonus @ 8.33% of (7)</td>
<td>(11) = (7+8+9+10) <strong>(12)</strong> value should not be quoted less than (11)</td>
<td>(13) = (4) X (12) X 30 days</td>
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<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>Super visor (For General shift) Skilled</td>
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<td>2</td>
<td>Electricians (for 24 hr.) Semi skilled</td>
<td>3</td>
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<td>TOTAL (I)</td>
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<td>4</td>
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### MAINTENANCE CHARGE OTHER THAN MAN POWER COST

<table>
<thead>
<tr>
<th>Si No</th>
<th>Item</th>
<th>Description                                                                ثر</th>
<th>Qty</th>
<th>Amount (Per month)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual Maintenance of 11KV/440V Electrical Substation and Electrical Maintenance of residential buildings at SBI Bank colony, Hassanpura, Jaipur (Other than Man Power cost)</td>
<td>Electrical Maintenance of Residential Flats ,GM House, SBI Guest House (External and Internal area of all the building the building), attending complaints including electrical maintenance work of all flats ,All electrical installation ,panels and distribution Boards in each building is inclusive, outer area lights , etc.). Electrical maintenance also includes toping up of transfer oil , replacement of burnt/ broken electrical accessories such as switch, socket, ceiling rose, bulb holders, in all flats in Bank colony, Guest House, GM House etc and replacement LED bulbs, tube rods, street lights in garden, badminton court and staircase area etc in open area. <strong>MAINTENANCE OF SOLAR POWER PLANT SYSTEM</strong> cleaning of solar panels weekly, top up of distilled water in battery on once in a month basis,if required dusting out of power supply unit &amp; room, wherein all these gadgets are placed. <strong>Note:</strong> The necessary materials required for the maintenance/repairs replacement will be borne by contractor. However, major capital expenditure beyond Rs.2000/- at any one instance will borne by the Bank</td>
<td>1 LS</td>
<td>[\text{Rs.}]</td>
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<td></td>
<td><strong>Total</strong> including all taxes and costs except GST (II)</td>
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*The rates should be quoted in lump sum considering as one job. The rates should be exclusive of GST but inclusive of all other taxes and incidental charges etc.*

Signature and seal of the Contractor with seal
(Financial Bid)

**SUMMARY OF PROJECT COST**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Reference</th>
<th>Amount (Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANPOWER COST- PROVIDING MAINTENANCE SERVICES (Subject to Minimum wages act as detailed in Annexure I of Financial Bid)</td>
<td>FINANCIAL BID ANNEXURE – I (I)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MAINTENANCE COST INCLUDING NECESSARY MATERIALS REQUIRED FOR THE MAINTENANCE/REPAIRS REPLACEMENT WILL BE BORNE BY CONTRACTOR (OTHER THAN MANPOWER COST)</td>
<td>FINANCIAL BID ANNEXURE – II (II)</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Monthly Charges (For Deciding The L1) I + II</strong></td>
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Total Monthly Charges (For Deciding The L1) (I) +II

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- (in words)