



**NIT No. IIITG/WORKS/2.1/2018-19/01**

**DTD.24.06.2019**

**Notice inviting Tender for: Operation and Maintenance of the Institute's 33KV/0.430 KV-2 MVA Electrical Substation including its DGs at the permanent campus of Indian Institute of Information Technology Guwahati(IIITG), Bongora (near Airport) Guwahati.**

Indian Institute of Information Technology Guwahati (IIITG) is an Institute of national Importance, established by an act of parliament under Ministry of Human Resource Department (HRD), Govt. of India. It is one of the 20 IITs set up by the Govt. of India in Public Private Partnership(PPP) Mode.

The permanent campus of the institute, where the services required to be rendered as per this Tender, is built on a 70 acres (approx.) of land at Bongora/Sontola Village which is just 4km away from the Guwahati(LGBI) Airport. As of now, the institute's campus has a 500 seater Boys' Hostel, 100 seater Girls' Hostel, a G+5 storey Academic cum Administrative Complex, 48 Faculty flats and Utilities.

The institute invites Sealed tenders from experienced firms/agencies/contractors in the prescribed format for Operation and maintenance of its 33KV/0.430 KV-2 MVA at its permanent site, Bongora. It draws the power from nearby Kukurmora Grid Substation of APDCL/AEGCL and distribute to all other places/buildings of the campus. It is equipped with two 500 KVA DG sets for providing power during APDCL shut downs/power cuts.

The interested bidders are requested to visit the site including the 33 KV feeder line from the Kukurmora Grid Substation to see the actual installations to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be deemed that the bidder has seen and understood the complete work involved for each of the systems.

Interested bidders are requested to go through the minimum qualification criteria and submit their bids along with all supporting documents to the address below on or before dated 01.07.2019 up to 02.00 p.m.

The Director  
Indian Institute of Information Technology Guwahati  
Bongora, Guwahati, Pin-781015

Bids will be opened on **01.07.2019 at 2.30 p.m.** in presence of bidders.

The Director, Indian Institute of Information Technology Guwahati reserves the right to accept/reject any or all the EOI without assigning any reason. The Institute also reserves the right to amend the scope of the work at any point of time. Any attempt on the part of any company/organization/firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration. The decision of the Institute in this regard shall be final.

Sd/  
Gautam Barua  
Director, IIIT Guwahati



### **Eligibility Criteria:**

The intending bidder/contractor has to meet the following minimum criteria:

1. The bidder must be a registered contractor from the state of Assam and should have valid electrical Contractors Licence from Govt. of Assam as well as registered with the APDCL/AEGCL.
2. The bidder must have experience of having successfully completed Construction of 33KV substation related works of capacity not below 1MVA during last five years.
3. The bidder must have minimum annual turnover of Rs.5 Lakhs during any one year in last three years.
4. Bidder must have executed Electrical substation work/ Electrical panel installation work of value not less than Rs.5 lakh during last five years supported by experience certificates.
5. The bidder must have suitably qualified personnel (ITI certificate Holder with 1 years of experience or Electricians having minimum 3 years of experience certified by an Executive Engineer or equivalent) to execute the contract from the State of Assam.
6. Bidder must have experience of at least one year for Operation and maintenance of Electrical Substation during last five years.
7. The firm should have registration with EPFO, ESIC, GST and all other relevant Departments.
8. The Bidder should have its own bank account.

All supporting documents against the above minimum qualifications must be enclosed with the Bid. Any false/misleading certification will lead to disqualification at any stage

### **Instructions to Bidders:**

#### **1. Submission of Bids:**

The bids are to be submitted in two parts; viz Technical Bid and the Price Bid, each of them sealed in separate envelopes, superscribing as "Technical Bid" and "Price Bid". Both these envelopes to be put inside a big envelope superscribing "Tender for Operation & Maintenance Institute's 33KV/0.430 KV-2 MVA Electrical Substation including the DGs and to be addressed and submitted to "The Director, IIIT Guwahati, Bongora, Guwahati 781015" on or before 2 pm on 01-07-2019.

#### **2. Technical Bid:**

Technical bid will comprise of the following: A covering letter addressed to Director, IIIT Guwahati, Bongora, Guwahati-15, in bidders letter head along with the followings:

- i) Tender Fee: DD of Rs.500.00 (Rupees Five hundred Only) in favour of IIIT Guwahati payable at Guwahati.
- ii) E.M.D. : A Bank DD of Rs.10000/- in favour of IIIT Guwahati payable at Guwahati.
- iii) All work experience certificates.
- iv) Certified copy of CA showing annual turnover during last three years.
- v) All registration details supported by documentary evidence.
- vi) Filled in Proforma of **Annexure-I & Annexure-II**



**3. Price Bid:**

The price Bid shall comprise of the duly filled **Price-Bid** as per Proforma given in the tender document at Annexure-IV and shall be submitted separately in Envelope No.2. Conditional price bid shall be summarily rejected.

**4. Opening and Evaluation of Bids:**

Technical Bids will be opened at 2.30 p.m. in the Conference Hall of IITG on 01.07.2019. Bidders or their authorized representatives will be present at the time of opening. Technical Bids will be evaluated as follows:

- i) Eligibility to bid will be ascertained as per the eligibility criteria mentioned above. Bids not meeting any of the eligibility criteria or **evaluated vide Annexure V** will be rejected at this stage
- ii) Only those Bids meeting the technical /eligibility criteria will considered for price bid.

The date and time of opening of the price bids will be notified on that day (01-07-2019) itself. Qualified firms / agencies will be allowed to attend the opening of financial bid. The lowest priced bid amongst the bidders whose price bids are opened will be offered the contract.

**5. Interested Bidders Site Visit:**

Before submission of Bids, all interested bidders are requested to visit the site to inspect and examine the site and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. All prospective bidders may ask clarifications if any to institute's representative during this meeting. Space for accommodation of proposed engaged staff will be at the Institute's ESS control room designated room. No other arrangement will be provided.

**6. Validity of the Bids:**

The tender submitted by the firm / agency shall remain valid for 60 days from the date of opening for the purpose of acceptance and award of work. No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.

**7. Duration of contract:**

The contract shall be initially for 2 years. However, the contract may be renewed for another 3 years on year-on -year basis based on the satisfactory performance and mutually agreed upon terms. In case of unsatisfactory performance, the contract will be terminated by giving one months' notice.



At the end of each year, the non-wage component of the monthly charges will be increased based on the price index increase in the previous year. For example, if the wage component of the bill is 80%, the monthly bill at the beginning of year 1 is H , then if there is a 10% increase in the price index, the bill will be increased by 10% of 20% of H. The wage component will be increased whenever Govt. minimum wages increase (see the Price Bid format).

#### **8. Award of Contract:**

The successful bidder will be given the work order within 7 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.

EMD will be liable to be forfeited if the tenderer selected for the work fail to accept and sign the formal agreement or to start the work on the date stipulated in the work order.

#### **9. Security Deposit:**

Upon entering into a contract/agreement, the successful bidder will submit a Security Deposit (SD) of Rs.25000/- within 3 weeks. EMD of the successful bidder shall be treated as a part of the SD. The SD shall be released after 60days beyond the date of expiry of the contract.

The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee drawn in favour of "IIIT Guwahati, payable at Guwahati.

In case of breach of any terms and conditions attached to this contract, the Performance

Security Deposit of the agency will be liable to be forfeited besides termination of the contract.

#### **10. Schedule of Manpower requirement**

The contractor, after studying and understanding the requirement of IIITG, shall fix a staff pattern for regular routine works in round the clock (24x7 hrs) in general/ shifts at his discretion. The contractor should indicate the no. of staff, category wise (Skilled, semiskilled and unskilled etc.) proposed to be deployed. Please submit the Annexure-II with technical Bid.

The skilled staff to be engaged by the contractor should have hands on experience, relevant license/permit as applicable. They should be well versed with Indian Standards and knowledge of electrical and industrial safety norms.



### 11. Terms of Monthly Payment:

Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on duly verified attendance sheet in respect of the persons deployed.

The agency will make payment to its staff on or before 10th day of each calendar month. As far as possible the payment towards monthly bill will be released within 3-4 weeks from the date of submission of bills in all respects.

During the course of the contract, any increase in the minimum wages as announced by the State Government (and applicable increase in ESI, PF) is applicable for the staff employed by the agency will be borne by the institute, however there will not be corresponding increase in other charges (see Price Bid Format).

For O&M of DG, bidder/contractor has to submit monthly consumption of diesels supported by log book, depot receipt for diesels purchased during the months and transportation cost thereof on actual. Institute will cause to pay based on that submitted and authorized consumption bills.

TDS/Income Tax and penalties if any shall be deducted from the monthly bill.

### 12. Payment Procedure:

While submitting the bill for the next month, the services provider must file a certificate certifying the following along with ESI contribution sheet downloaded from ESIC Insurance Portal:-

- Wages of workers were credited to their bank accounts on (acknowledgment by bank enclosed).
- ESI Contribution relating to workers (Copy of challan enclosed with contribution sheet).
- EPF Contribution relating to workers (Copy of challan enclosed with contribution sheet).
- Consumption records and depot receipt of diesels used for DGs
- Any on actual payment records for authorised servicing of the DGs, consumable/spare thereof.

In case it is found that there is under payment to the labourers under the contractor, the action will be taken including penalty on monthly bill. Repeated violation of such rules will compel the institute for actions including forfeiture of security deposit, black-listing of the contractor and cancellation of contract.

### 13. Penalty

In case of failure to operate the Substation/DGs/ Electrical system in the campus, following penalty shall be imposed.

Penalty (to be deducted from the immediate next monthly bill) as per norms below:

- In case of absence of any deployed staff, 1.5% of the daily wage and corresponding effect will be on contractors service charge.
- Failure to run Electrical System/DGs (applicable to each system separately):  
For a period above 1hr. up to 6 hrs. ₹ 1000.00



For a period above 6hrs. up to 9 hrs. ₹2000.00

- c) In case of non-maintenance of proper record in Register maximum Rs.500.00 per day.
- d) In case of unforeseen or peculiar circumstances beyond the instances above, the decision of the institute shall be final as far as imposition of penalty is concerned.

#### **14. Rights of IIITG:**

Director of IIITG reserves right to

- a) withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- b) accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Tenderer.
- c) terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- d) suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IIITG shall be final and bindings on all parties.

#### **15. Breach of Terms and Conditions:**

Timely and un-interrupted service to the Institute is the essence of contract. If the quality of service rendered remains poor for a period of 15 days in spite of communication from IIITG, the contract may be terminated at the discretion of Competent Authority.

In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by IIITG in that event the security deposit shall also stands forfeited.

If the services of the contractor are not found satisfactory or in case of breach of terms and conditions of the agreement, the contractor will be given warning notice and if the services are found still unsatisfactory the contract may be terminated by giving one month notice. During notice period both parties will discharge their obligations.

In case the contractor is required to (or decide otherwise) to discontinue the contract, he/she should give at least two months' notice to IIITG, and shall render the services till the alternate arrangements are made.

#### **16. Settlement of Legal Disputes**

Any legal dispute arising out of the contract as per this tender shall be exclusive jurisdiction of High Court in Guwahati subject to the provision of the Arbitration and Conciliation Act 1996 and any statutory modification or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.



## 17. Force Majeure

The term “Force Majeure” shall mean, acts of god, war revolt, riots, fire, flood and act and regulations of the Government of India or any of its authorized agencies. In the event either party being rendered unable by Force Majeure to perform their obligations to be performed by them under this agreement, the party affected shall notify the other party in writing within 7 (seven) days of the occurrence of such alleged Force Majeure. Neither of the two parties shall be liable for any penalty/payment during the period of Force Majeure.

## 18. Scope of work

The scope of services covered under this contract agreement for operation and maintenance of the Institute’s 33KV/0.430 KV-2 MVA Electrical Substation including operating and running its 500 KVA DGs (2 numbers) at village Bongora (near Airport) Guwahati -15.

Operation & day-to-day maintenance of all the electrical installations in Institute’s 33KV/0.430 KV-2 MVA including 500 KVA DGs. Routine checking and preventive maintenance of the feeder line in consultation with IIITG authority/advised by APDCL, including keeping all relevant records relating to DGs operations.

DG fuel/diesel will be arranged by the bidder/contractor and he will produce monthly bills for that supplied fuel as per payment terms specified. He will have to arrange for the routine and periodic maintenance (to be pre authorized by IIIT-G) of the DGs and submit on actual bills for spare / major consumables.

Trouble shooting during shut downs/emergencies.

As and when necessary and as directed by IIITG bidder will arrange for additional qualified manpower (on demand) for which separate payment on actual will be made to him.

All tools and tackles/ equipment needed for O&M, performance of this contract either daily basis or periodically, have to be arranged by the bidder/contractor.

Checking and minor repair works if needed, in the electrical machines/ appliances/ equipment of electrical substation and other areas relating to substation power being supplied.

In case of any major abnormality/ defect in the system, the matter shall be immediately brought to the notice of the IIIT Guwahati



### **General Terms & Conditions:**

1. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.
2. Conditional bid shall be out rightly rejected in the very first instance.
3. Tenderer and his authorized representative may choose to be present at the time of opening Technical and Price Bids.
4. The Earnest Money will be forfeited if the bidder rescinds from the offer. In case, the successful tenderer decline the offer of contract (or refuse to acknowledge or execute the contract/agreement within 7 days of award of work), for what so-ever reasons, his EMD will be forfeited.
5. The agency, if selected shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency after award of the contract.
6. The agency will not allow or permit his employees to participate in any trade union activities or agitation in the premises of the institute.
7. The agency shall appoint fully qualified and competent single point of contact for dealing official correspondence. The selected agency will enforce quick response time, customer care, quality and grievance redressal mechanism etc., They will maintain service escalation matrix.
8. The agency as an employer of its employees/workmen shall have exclusive right to appoint, substitute, suspend and terminate the services of any of their employees / workmen to fulfill their obligations under this agreement with enough reasons for doing so.
9. The employees/workmen employed by the agency shall always be under the direct and exclusive control and supervision of the agency and the agency at its own discretion may transfer its employees form one location to other.
10. The agency should ensure to maintain adequate number of manpower to meet the contractual obligation and also arrange a pool of standby manpower for special occasions.
11. The successful bidder shall furnish the following documents in respect of the manpower who will be deployed to IIITG before the commencement of work:
  - a) List of Manpower to be deployed by agency containing full details i.e. date of birth, marital status, address etc.:(Bio-data of the persons with passport size photograph).
  - b) Certificate of verification of antecedents of persons by local police authority.
12. The selected agency shall provide name badges and identity cards, bearing the photograph of the personnel and information such as name, date of birth, age and identification mark etc.
13. Contractor should provide Uniforms, Shoes, safety and protection gear, Identity cards etc., to the staff deployed, at no extra cost to the Institute.
14. The contractor will cover its employees under PF and ESI scheme. The proof of such payment shall be submitted to IIITG along with Bills. Also, the employees to be covered under workmen's compensation act 1923 for injury/death.



15. IIITG will not be responsible for any injury, accident, disability, or loss of life to the contractor or to any of its personal that may take place while on daily or conservancy duties. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the contractor.
16. The selected contractor will pay prescribed minimum wages of respective categories to its staff as per Government of Assam norms as on the date in existence or revised/changes in the future. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IIITG.
17. The wages to the workers under the contractor/Agency will be paid as per latest circular of Labour and Welfare Department, Govt. of Assam.

For daily wages/VDA etc., the bidder will follow the latest circular of Labour Welfare Department, Govt. of Assam. In case the any revision in the above rates on or before the date of submission of Tender, the bidder may quote as per the revised circular.

Increase in DA or basic wages as and when applicable will be paid by the Institute as per the terms of the Financial Bid.

18. The staff deployed by the contractor shall not be entitled for leave, claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of IIITG. Even after termination of the contract also, the persons deployed by the contractor shall not be entitled to any such claims.
19. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to IIITG to concerned tax collection authorities from time to time as per extant rules and regulations.
20. The engagement of personnel by the contracting agency/firm/organization will solely be at their discretion, as per usual norms and qualification and in no way make them entitled for any job or employment or permanency or any incumbency status in IIITG.



**Technical Bid Proforma**

**Technical bid Proforma for Operation and Maintenance of the Institute's 33KV/0.430 KV-2 MVA Electrical Substation including its DGs at the permanent campus of Indian Institute of Information Technology Guwahati(IITG), Bongora (near Airport) Guwahati.**

Tender No.....

dated.....

**A. Firm Details:**

1.	Name of the Firm/Company/Agency (Attach a copy of registration)			
2.	Name of the Director/Proprietor/Head etc.			
3.	Address of the Registered office, Local office in Guwahati			
	Whether ISO certified. If so enclose the copy of relevant certificate.			
4.	Contact Details: Phone/Fax/Mobile Nos. Email Website if any			
5.	PAN No./TIN (Attach a copy)			
6.	GST Registration No. (Attach a copy)			
7.	Labor Commission Registration No.			
8.	EPF Registration No.			
9.	ESI registration No.			
10.	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each )			
a.	FY: 2017-18			
b.	FY: 2018-19			
c.	FY:2019-20			
11.	List of similar contracts with reputed institutes/organizations/PSUs/University etc.			
	Name of the Organization	Contract Value	Duration	
a.				
b.				
c.				
d.				
12.	Tender fee Details (Enclose the DD with Technical Bid)			DD No..... Dtd..... Of.....Bank
13.	EMD Details (Enclose the DD with Technical Bid)			DD No..... Dtd..... Of.....Bank



**Manpower Proposed to be Deployed**

Describe how manpower will be deployed. If a fixed number of persons are to be deployed for the whole day, then provide details of the number of such persons in each category of workers that will be deployed. Give the wages that will be paid to them which have to be as per the Govt. requirements on minimum wages.

If persons are to be deployed for fixed hours only, then provide details of how many will be deployed during which times (category wise). It is presumed that in this model, the persons deployed will move to other workplaces when they are not engaged at IIITG.

<b>Category of Manpower (Skilled/Semi skilled/Unskilled)</b>	<b>Nos.</b>	<b>Wages to be paid per month</b>

Signature and seal of the bidder



**Bidder's Declaration**

I, .....Son/Daughter of Shri..... Proprietor/  
Partner/Director/ Authorized Signatory of M/s.....am competent to sign this  
declaration and execute this tender document.

I have carefully read and understood all terms and conditions of the tender and hereby convey my  
acceptance of the same.

The information/documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief.

I/We am/are well aware of the fact that furnishing of any false information/fabricated documents  
would lead to rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

Signature of the Authorized Person

Date:.....

Full Name.....

Place:.....

Company Seal.....



**ANNEXURE-IV**

**PRICE BID**

**Operation and Maintenance of the Institute's 33KV/0.430 KV-2 MVA Electrical Substation including its DGs at the permanent campus of Indian Institute of Information Technology Guwahati(IIITG), Bongora (near Airport) Guwahati.**

**Tender No. No.....**

**dated.....**

Sl. No.	Name of Service	Rate per month	Amount per month
A	B	C	D
1	<i>Operation and Maintenance of the Institute's 33KV/0.430 KV-2 MVA Electrical Substation including its DGs at the permanent campus of Indian Institute of Information Technology Guwahati(IIITG), Bongora (near Airport) Guwahati</i>	Lumpsum	
2	Percentage of item 1 as labour charges	%	-
3	Total Yearly: Column D of SL No 1 *12	-	
4	GST (on column D of item 3)	18%	
5	Total Yearly Charges (column D of 3 + 4)	-	

Total Yearly in Words:

Note: Bidder has to provide the percentage of labour charges that is to be considered to be the wages component of the tender. This percentage will be used to increase the payment due in a month if wages are increased by the Govt. of Assam. For the purpose of price comparison, it will be assumed that there will such a wage increase for six of the twelve months of the contract of 10%.

**Example:** If Total charges under Sl No.1 are 200, percentage as labour charges under SL No. 2 is 80%, then with a wage increase of 10% after six months then the yearly charges will be (excl. GST):  $200 * 12 + ((200 * 0.80) * 0.10 * 6 = 2496.00$ . This will be used for price comparison with other bids.

Signature of the Authorized Person

Date:.....

Name of Bidder.....

Place:.....

Company Seal.....



**Annexure-V**

**Selection and Evaluation Process**

Technical bids will be scrutinized as per the eligibility criteria laid down in the bid document vis-à-vis the supporting documents submitted by the bidders. The parameters to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid is as under :

SL. No.	Parameters	Marking schemes	Maximum Marks	Min. marks required for Qualification
1	APDCL/AECGL Registration and Electrical Contrcator's license	Yes/No	Does not Arise (Only those bids having requisite license will be evaluated)	Does not Arise (Only those bids having requisite license will be evaluated)
2	Past experience in carrying out minimum capacity 33KV-1MV Electrical Substation	15 marks for 1 experience and 5 marks for each subsequent experience subjected to maximum of 25 marks.	25	15
3	Past requisite experience of value Rs. 5 Lakh (minimum)	15 marks for 1 experience of Rs.5 lakh and 5 marks for each subsequent experience of Rs.5 lakh or more subjected to maximum of 25 marks.	25	15
3	One year annual O&M experience	15 marks for 1 year experience and 5 marks for each subsequent years of experience subjected to maximum of 25marks.	25	15
4	Qualified personnel's experience	15 marks for (3 numbers ITI passed with 3 years of experience OR 5 years of Electrical working experiences personnel), 5 marks for each subsequent number of personnel with the said qualities.— Subjected to maximum of 25 marks	25	15
<b>Total</b>			<b>100</b>	<b>60</b>

**Note:**

1. A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 60 in the technical evaluation in order to be technically qualified.
2. Only the Financial bids of technically qualified bidders will be opened.
3. The bidder offering the lowest price (as per calculations shown in the Price Bid format in Annexure IV) among the technically qualified bidders will be offered the contract. In case of a tie in prices, the bidder with the higher technical score will be declared as the successful bidder.