

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY- DELHI
(IIIT-DELHI)
Okhla Industrial Estate,
Phase III New Delhi 110020
(Tel No 011-26907400, 563, 565 Website: www.iiitd.ac.in)**

**NOTICE INVITING TENDER FOR NON-COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT (AMC) LT PANEL**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres. The Institute invites sealed tender from experienced and reputed Electrical Licensed contractors / Registered contractors in two bid system i.e. Technical and Financial along with EMD for “**Non Comprehensive Annual Maintenance contract (AMC) for ACB associated with LT panels at IIITD Campus, New Delhi.**”

Bid Schedule

Date of Start and downloading the tender	21st Oct 2020
Earnest Money Deposit (EMD)	Rs.3,000/- in the form of Demand Draft in favour of “IIITD Collection Account” payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection
Last date and time for submission of tender	30th Oct 2020 at 1400 Hrs
Date and time of bid opening	30th Oct 2020 at 1400 Hrs
Address for communication & submission of tender documents and opening of technical bid	A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020
Clarification/Queries, if any, can be addressed to	email ID: admin-project@iiitd.ac.in phone no- 01126907563/565

The scope of work includes:

Maintenance, repairs and upkeep of following panels and equipment:

S.no	Description	No. of Panels
1	MPP-1, Bay 10m, ACB 6 Nos 2500 A- 1 , 1000 A- 4, 1250 A – 1 Extension of panel , ACB – 3 Nos 800 A - 1 1250 A - 1 800 A -1	1
2	MPP-2, Bay 10m, ACB 7 Nos 2500 A- 1 , 1600 A- 4, 1250 A – 1 1000 A- 1, Extension of panel , ACB – 3 Nos 800 A - 2	1
3	MPP-3, Bay 6m, ACB 04 Nos 2500 A- 1 1600A – 1 1250A – 1 1000 A - 1	1
4	Domestic Main Panel-1- Bay 2m, 630A ATS- 1 No	1
5	Domestic Main Panel-2, Bay -2m, 630A ATS- 1 No	1
6	Domestic Main Panel-3, Bay -1.5m, 1500A- ACB -01-	1
7	Domestic Main Panel-4, Bay- 2.2m ACB -02 Nos, 1500A-1 & 1000A- 1	1
8	Domestic Main Panel-5	1
9	Academic Block ACB 1000A- 1 Nos	1
10	Faculty Residence ACB 1000A- 02 Nos	1
11	R&D Block, ACB 800A- 1 No	1
12	Seminar Block, ACB 1250A- 1, 800A- 2 Nos	1

- A. Servicing/overhauling of Air Circuit Breakers (ACBs) four times in a year after 03 months or as per site requirement to keep them in good condition as per the standard, which includes the following works: -

General cleaning of ACB, Cleaning of main parts of ACB using CRC226, Cleaning & alignment of arc chutes, Presence of hard ware & proper tightening, Presence of Circlip on all connecting pins, Alignment of terminals/Contact Jaws, Condition of contact Jaws/Terminals, Correct wiring & wiring Route, Proper greasing on all moving parts, Tripping of ACB by push button, Carbon brush, Closing coil operation.

Cleaning of all components of ACBs should be done with petrol and Contacts with CRC as per standard. Final testing of the circuit breaker for its electrical/mechanical functions.

- B. Servicing for LT panels: two times in a year after 06 months or as per site requirement to keep them in good condition as per the standard-Checking and tightening of Bus Bar, all control and power connection, and testing of Power Factor Capacitor, Power Contactor, APFCR relay
- C. Any complaint of ACBs has to attended free of cost within a specific period of time given by Engineer in charge or his authorized representative. Spare parts would be provided by IIITD.
- D. Break down calls- Unlimited break down calls on as required basis. The break down calls will cover 24X7 breakdown call within 4 hours of the time of complaint.
- E. The breakdown maintenance or repair work has to be carried out free of cost with materials within a specific period of time given by Engineer-in-charge or his authorized representative. The field service reports shall be submitted by the service engineer, for the fault attended & remedial action taken & suggestion /advices if any.
- F. The damaged/rusted or not working components has to be replaced free of cost with new one. Spare parts would be provided by IIITD.
- G. Providing all types of tools to carry out the work in time.
- H. Providing the cleaning materials like petrol, CRC, Collin, cloths, etc.
- I. Routine inspections and checking of ACBs as per Standard of Company has to be carried out on quarterly basis and reports have to be submitted accordingly.
- J. All the work has to be carried out without hampering the utilities of premises.
- K. Annual Planned shutdown Maintenance of all the Panels which include every component checking /replacement.
- L. Yearly calibration of all the Relays to be done by vendor and certificate to be given to us.

Other terms and Conditions of the Contract

- i. You are requested to quote the your most competitive rate in schedule of items given at Annexure “A”.
- ii. Before quoting the rate contractor may visit the site to judge the conditions of existing ACBs
- iii. A complaint escalation matrix to be provided by vendor.
- iv. Incomplete and unsigned quotations are liable to be rejected.
- v. The representative/engineer of the firm has to make **a quarterly mandatory visit** to check that all the equipment’s under AMC are working properly.
- vi. The contractor has to maintain a register for the periodical inspections, which have to be signed by officer in - charge of IIITD. The contractor should depute only qualified/experienced technicians for carrying out the preventive maintenance work.
- vii. The price shall be firm, inclusive of all cost of labour, taxes and duties etc. Nothing shall be paid extra on materials consumed by any account whatsoever.
- viii. The deployment of proper service Engineer for carrying out the repair should be the responsibility of contractor.
- ix. The contractor shall keep indemnify corporation against all actions, suits, claims, demands, costs or expense arising in the connection with injuries suffered by his workmen/service engineer.
- x. Contractor must visit site before quoting and fully satisfy himself of the site conditions.

The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work However, replacement of worn out/defective material shall be paid extra to the contractor.

It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

Technical Bid

The agencies / companies who fulfill the eligibility criteria mentioned below will only be considered for opening of financial bid:

S. No.	Particulars	Document (s) to Annex	Technical Compliance (Yes/No)- Page No
1	As on 31.08.2020, the agency / Company should be in existence for at least Five years.	Certified copy of registration certificate.	
2	Company should have average turnover of Rs.2 lacs in similar field in previous three financial years ending on 31.03.2020	CA certified copy of turnover from annual maintenance contacts. Annual Turnover <ul style="list-style-type: none"> • 2017-18 • 2018-19 • 2019-20 	
3	<p>Company should have experienced and reputed Electrical Licensed contractors / Registered contractors of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last Seven (07) years. -</p> <p>i) Three similar completed works costing not less than the amount equal to Rs.0.60 lakhs.</p> <p style="text-align: center;">or</p> <p>ii) Two similar completed works costing not less than the amount equal to Rs 0.80 lakhs.</p> <p style="text-align: center;">or</p> <p>iii) One similar completed work costing not less than the amount equal to Rs.1 lakhs.</p> <p>“SIMILAR WORK” means, providing AMCs for ACB/VCBs of LT/HT Panels. Dealers/ contractors/Manufacturers/ authorized service of such works with similar experience are also eligible.</p>	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.	
4	Company should have valid PAN, GST registration	Certified Copy of each document	
5	Company should not have been barred / blacklisted for taking up similar work in any organization	A certification to this effect on the letter head of the bidder.	

6	Earnest Money Deposit (EMD)	Rs.3,000/- in the form of Demand Draft in favour of “ IITD Collection Account ” payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection	
7	Firm’s Registration Certificate, and Valid Electrical License/Electrical Competence	Certificate to be furnished/enclosed	
8	The details of current and previous clients are to be submitted by the agency incorporating the following details: <ul style="list-style-type: none"> • Name of Office • Contact Person (Tel.No./Email ID) • Period and volume of work with the manpower deployed 		
9	Should have well established servicing facility in Delhi.		

Award of Work

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Financial Bid

Interested agencies may submit financial bid as per enclosed format (**Annexure-“A”**), duly authenticated and stamped. Bidders are advised to inspect the site before quoting the rates. **The Financial Bid should contain all relevant price information for Non-Comprehensive AMC.** The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in anyway.

Payment Terms

GST compliant quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute. No payment in advance shall be considered. Payment will be made on quarterly basis after satisfactory services certified by the engineer in charge. Quarter shall mean three months.

TIME PERIOD:

The AMC shall be for one year and the IIITD reserves the right to enter into AMC for another year on the same terms and conditions depending on the services rendered by the bidder. The AMC shall be in force for the period of one year form the date of award the work.

Bidding Procedure:

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for “**Non Comprehensive Annual Maintenance contract (AMC) for ACB associated with LT panels at IIITD Campus, New Delhi.**” addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020. Sealed quotations shall be received not later than 1400 Hrs on **30th Oct 2020**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on prescheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

How to submit

The interested agencies may submit their proposal along with the above-mentioned documents by subscribing the envelope “**Non Comprehensive Annual Maintenance contract (AMC) for ACB associated with LT panels at IIITD Campus, New Delhi.** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020** by **1400 Hrs on 30th Oct 2020**

For and on behalf of

Indraprastha Institute of Information Technology Delhi

Signed Registrar

PROFORMA FOR BID

1. Name and Address of the firm/agency, telephone number, fax, mobile number, email address
2. Type of organization (Whether proprietorship, partnership, private limited, limited company)
3. Name and Address of the directors proprietor /partners
4. Year of formation of the company/ experience as a house keeping agency
5. Nature of business carried by the company
6. Total number of employees of the firm
7. Contact number in case of emergency
8. Whether authorized service provider of any OEM/Manufacturer ?
9. If yes, Name & Address of OEM (please furnish documentary proof)
10. Any other information

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To, Registrar

IIITD Campus

Okhla Phase-III, New Delhi-110020

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Signature of Contractor with stamp

**Financial Bid for Non Comprehensive Annual Maintenance contract (AMC)
for ACB associated with LT panels at IIITD Campus, New Delhi**

S. No.	Description	Amount without GST		GST	Amount (All inclusive) In Rupees
A	Non Comprehensive Annual Maintenance contract (AMC) for ACB associated with LT panels as per the details provided in the tender document under “Scope of Work”				
S.No.	Description	Unit Rate Without GST		GST	Amount based on unit quantity (All inclusive) In Rupees
1	11 KV XLPE underground cable fault detection with latest technology	N/A			
B	Total Amount (1+2)				
Total All inclusive (A+B) (Rs. in figures).					
Non-Comprehensive Total (Rs. in words)					

We agree to carry out the Work at the rate quoted above for the duration of **one full year**. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: