

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Web: www.nitt.edu

Phone: 0431 – 2503835/ 36/ 40



Notice Inviting Tender

Tender Number	Tender Number. NITT/EMC/AEE (E)/ AE (P&D)/ Outsource / I Zone / Enq. No. 59, dated 9/1/2015
Name of the Work	Tender for Outsourcing of (1) Maintenance of High Tension (HT) and Low Tension (LT) Electrical Installations at the Institute Zone of National Institute of Technology, Tiruchirappalli and (2) Attending of Fuse of calls. Both the above Jobs have to be executed on CALL BASIS.
Estimated cost put to tender	₹ 15.73 lakh
Duration of the Contract	Initially for a period of one year extendable based on satisfactory performance.
Tender Application Fees (Non Refundable)	₹ 525/- (Rupees Five Hundred and Twenty Five only) to be remitted through Demand Draft drawn in favour of the Director, NITT.
EMD Amount (Refundable)	₹ 31,460/- (Rupees Thirty one Thousand four hundred and sixty Only) to be remitted through Demand Draft drawn in favour of the Director, NITT.
Date and Venue for Pre bid meeting	Tuesday 20 th January 2015 at 2.30 P.M (Venue: A-11 Hall of the Administrative Building, NITT)
Last date and time of submission of Tender	Friday 30 th January 2015 up to 3.00 P.M
Date and Time of opening of Tender (Technical Bid)	Friday 30 th January 2015 at 3.30 P.M
Date and Time of opening of Price bid	Will be intimated to the technically qualified bidders after evaluation.
Address for submission of Tender	The Director, National Institute of Technology, Thuvakudi, Tiruchirappalli – 620 015
Contact person for technical queries or clarifications on the tender document	Mr.M.Sooriya moorthy, Assistant Executive Engineer/ Electrical Estate Management Department, National Institute of Technology, Tiruchirappalli-15 Land line: 0431 250 3835/36/40 Mobile: 9486001188 Mail ID: msmoorthy@nitt.edu
Inspection of the Premises	To assess the scope of work involved, bidders can inspect the electrical installation at the NITT premises under prior appointment from the above mentioned official during the period from 12 th January 2014 to 27 th January 2015 during office hours.

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

NOTICE INVITING TENDER

Introduction and Scope of Work

The National Institute of Technology (formerly known as Regional Engineering College) Tiruchirappalli, is an Engineering College of National Importance. It is functioning under the control of Ministry of Human Resources Development, Government of India. Presently over 6000 students hailing from various States are pursuing their under graduate and post graduate education in the field of Engineering.

For Administrative Convenience, NITT, through this open tender intends to outsource the Maintenance of High Tension (HT) and Low Tension (LT) Electrical Installations at the Institute Zone of the NITT and attending of Fuse of Calls.

The scope of work under the tender, have to be executed on CALLBASIS. All materials for execution of maintenance operations will be supplied by NITT, excepting Cable Joint Kits. However, no tools and plants will be provided by the NITT. The Successful bidder shall arrange for the same, on his own.

❖ **Scope of work, under this tender, inter alia, includes the following:**

1. Attending fuse of calls (Replacement of faulty Electrical items) from 6.00 AM to 10.00 PM.
2. Execution of the works such as point wiring, cable laying, earthings etc., as instructed by the Engineer-in-Charge.
3. Maintenance of HT/LT installations.
4. Attending faults in HT/LT installations.
5. Attending complaints in any mode
6. Receiving materials from the store for attending complaints
7. Any other works relating to HT/ LT installation not explicitly mentioned in the Tender, shall also be carried out by the Contractor as per the instruction of Engineer-in-Charge.

❖ List of Locations wherein the successful bidder has to attend the maintenance operations, are given in the Appendix A.

❖ **The prospective bidders are advised to visit Institute premises where the works are to be carried out at his own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours with prior appointment from the Shri.M.Sooriyamoorthy, Assistant Executive Engineer/Electrical, Mobile : 94860 01188, Phone : 0431 – 2503835/36/40, E-mail: msmoorthy@nitt.edu, emc@nitt.edu. Once the Tender is submitted, it will be presumed that the Bidder has seen and understood the complete scope of work involved.**

Pre-qualifications

1. The contractor should have work experience with state PWDs, CPWD, Electricity Boards and Railways and Public sector organizations in past five years with performance letter/work completion letter/credentials if any.
2. Contractor/Firm should have valid registration for Income Tax, Employees Provident Fund, Employees State Insurance Corporation and Service Tax Authorities.
- 3. Contractor/Firm should have valid “A” Grade Electrical Contractor License**
4. Similar work experience in Public Sector Industries / Reputed establishments/ establishment is desirable.

Pre bid Meeting

❖ It is proposed to conduct a Pre - Bid meeting on Tuesday 20th January 2015 at 2.30 P.M (Venue: A-11 Hall of the Administrative Building, NITT) The purpose of the meeting is to clarify our requirements and to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

❖ View above, prospective bidders are advised to submit their doubts/ questions/ clarifications, if any, through Mail, (Mail ID: msmoorthy@nitt.edu) before the date of Pre bid meeting. Further, on the date of the meeting, the questions should be given in writing.

❖ Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NITT. No clarifications will be entertained beyond the date of pre bid meeting. No extension of time will be given for submission of tender on any account, beyond the last date for submission of tender.

Instructions and General Terms and Conditions

1. The Tender documents can be seen/downloaded from our website: www.nitt.edu.
2. The Tenderer should be required to deposit Earnest Money Demand (EMD) for an amount of ₹ 31460.00 (Rupees Thirty One Thousand and Four Hundred and sixty only). The Demand Draft should be in favour of the **Director, National Institute of Technology, Tiruchirappalli** and must be enclosed with Technical-Bid. **Tenders received without Tender cost and EMD will be rejected. The EMD can be submitted through Bank Guarantee also, instead of Demand Draft.** The Earnest Money deposit shall not carry any interest.
3. The Tenders will be in **Two-Bid system**. **Envelope No.-1** shall be super scribed as “**Technical Bid**” and shall contain the following:-
 - i) Tender fee of ₹ 500/-+5% VAT (Non-refundable) by way of Demand Draft in favour of the **Director, National Institute of Technology, Tiruchirappalli**.
 - ii) Earnest Money Deposit (EMD) of ₹ 31,460/-.

- iii) Copy of Service Tax registration.
- iv) Copy of PAN card.
- v) Copy of EPF registration.
- vi) Copy of Work completion / Experience certificates as described above.
- vii) Copy of Income Tax clearance certificate
- viii) Duly signed & stamped of Tender document by the authorized person.
- ix) Copy of Valid "A" Grade Electrical Contractor License.
- x) Copy of Customer performance certificate.

4. Technical - Bid shall be submitted vide a letter on the letter head of the Tenderer as per the proforma Technical bid format.

5. Envelope No.-2 should be **super scribed** as “**Financial - Bid**” and should contain only the Contractor’s/Agencies quoted rates in the given format. **Envelope No.-2 will be opened only if the Committee constituted by the Director, National Institute of Technology, Tiruchirappalli is satisfied with the Technical-Bid (Envelope No.-1)**, which will be opened first and Financial - Bid opening date will be intimated to the Technically qualified Tenderers.

6. Envelope No.-1 and Envelope No.-2 shall be sealed separately & placed in third envelope which also shall be sealed & duly super scribed as “Tender for Outsourcing of (1) Maintenance Operations of High Tension (HT) and Low Tension (LT) Electrical Installations at the Institute Zone of National Institute of Technology, Tiruchirappalli and (2) Attending of Fuse of calls.”

7. Submission of Bids; Bids with all complete relevant documents will be sent to the **Director, National Institute of Technology, Thuvakudi, Tiruchirappalli – 620 015** on or before 30/01/2015 up to 3:00 PM. Late Tenders /unsigned Tenders will not be entertained. The bidder should sign each and every page of the tender document.

8. Opening of Technical - Bids

- a. Technical-Bids shall be opened on 30/01/2015 at 3.30 PM in the **A11 hall of the Administrative building** of the Institute in the presence of Tenderers or their authorized Representatives who may wish to be present.
- b. The Technical-Bid shall be opened first. The Financial - Bid (Envelope No.-2) will be opened only of those Tenderer whose Technical-Bid is found to be in order and for which they shall be intimated separately about date & time by email.
- c. The Bidder who has not submitted the documents as per Tender conditions, without proper Tender Cost, EMD, Valid Electrical License, and Experience certificates etc. their Tender may be treated as non-responsive and their Financial - Bid (Envelope No.-2) shall not be opened.

9. Institute will not be responsible for any postal delay.

10. An undertaking to the effect that the Bidder in the past has never been blacklisted, given any warning for non-performance and not put any penalty for lack of performance.

11. If a later date, it is found that the documents and certificates submitted by the Tenderer are forged or have been manipulated the Work Order issued to the Tenderer shall be cancelled and Earnest Money issued to the Institute shall be forfeited without any claim whatsoever on Institute and the Tenderer is liable for action as appropriate under the extant laws.

- 12.** The successful Firms/Agencies/Contractors will be intimated and contract agreement will be entered into initially for a period of one year.
- 13.** Except writing rates and amount, the Tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Tenders.
- 14.** The Director, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any or all Tender Bids without assigning any reasons. Whatsoever and his decision will be binding on all the parties.
- 15.** Rates quoted in the Tender must be inclusive of Central, State and Local Taxes etc. including Trade Tax on works contract except Service Tax. Rate are also inclusive of payment of dues by the contractor to the Labour Department in accordance with the prevailing Labour law, including all statutory liability fixed by the Labour Commissioner or any other law enforcement agency.
- 16.** The Rates quoted shall be valid for a period of 120 days from the date of opening of the Price Bid.
- 17.** The Contractor shall take Insurance against all claims applicable for the workman's compensation Act-1948, Agency shall take necessary Insurance cover for any persons deploy sites even for short duration. NIT, Trichy shall be indemnified totally on this account.
- 18.** Contractor shall be solely responsible for payment of Minimum wages and variable Dearness Allowance to their personnel as per the rules or act applicable under Government order. Tiruchirappalli is a B class city under Central Minimum Wages. All Central, State, Local laws & Bye laws applicable will be observed by the Contractor and NIT, Trichy will be kept indemnified of such payable by the Contractor.
- 19.** Daily attendance of the Staffs shall be maintained by the Contractor and the Contractor shall make it available to Engineer-in-Charge of EMC/NIT, Trichy for inspection as and when required.
- 20.** Without taking prior approval from the Engineer-in-Charge of maintenance, no fittings/materials will be removed for the purpose of repairs. It will be the Contractor responsibility to provide alternative serviced temporary arrangements for such items removed during the period of repair.
- 21.** Engineer-in-Charge, Maintenance/EMC, NIT, Trichy shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are doing their duties.
- 22.** For performing the assigned work, the Contractor shall deploy medically and physically fit persons (Preferably below the age of 50). The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the Contractor shall be from amongst properly trained Electrician & Supervisor of high integrity and good conduct, and shall be conversant in the local language i.e. Tamil. In no circumstances, persons below 18 years of age should be employed.
- 23.** The Contractor shall further keep the NIT, Trichy indemnified against any loss to the NIT, Trichy property and assets. The NIT, Trichy shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

24. The Contractor shall ensure that the persons so deployed do not allow any property of the NIT, Trichy related to equipment's to be taken out of the premises without a Gate Pass signed by the designated officials of the EMC/NIT, Trichy.

25. In case, any Staffs is not found up to the mark and not able to work properly, he will have to be changed as per the instruction of the Engineer-in-Charge of EMC, NIT, Trichy.

26. Institute reserves the right to terminate the contract with and advance notice of one months. The contract can also be terminated at the request of agency, with an advance notice of one month failing which, the agency is liable to pay liquidated damages @5% of tendered value besides forfeiture of security deposit.

27. The Contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedules of various equipment. On placement of Work Order they will prepare the maintenance schedule and discuss the same with Engineer-in-Charge of EMC/NIT, Trichy for its implementation. This may be revised from time to time as per the requirement.

28. The Contractor/Agency shall submit list of technicians & their working hours to be furnished and any change must be informed to the Institute accordingly before the changes is affected.

29. The persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor.

30. For the purpose of proper identification of the employees of the Contractor deployed for the work, Contractor shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.

31. The Contractor shall be liable for the payment of wages and all other dues which they are entitled to receive under the various Labour laws and other statutory provisions.

32. The Contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/regulations and/or statues that may be applicable to them. The Contractor shall indemnify the Institute against all claims which may be made upon the Institute whether under the aforesaid statutes or any other statute in force during the currency of this contract. In a Nutshell, there is no employer employee relationship between NITT and the personnel deployed by the contractor.

33. Contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The Contractor shall arrange to provide reliever equally qualified in case of absence/leave/off etc. The Contractor shall in all dealings with the persons in his employment have due regards to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Director, NIT, Trichy, a sum as may be claimed by NIT, Trichy.

34. Security Deposit: The successful Bidder's EMD will be discharged upon the Bidder's submission of the Security Deposit. The contractor shall deposit 10% of the estimated annual work value along with the acceptance of contract as security in the form of Demand Draft in favour of the **Director, National Institute of Technology, Tiruchirappalli** and this will be refunded after the contract has been ended. Alternatively the successful bidder can remit 50% of the security deposit in advance and the balance 50% will be deducted from the running bills of the contractor in 5 installments. The security deposit shall not carry any interest. The Security Deposit shall be collected before start of the Work. All compensation or other sums of money payable by the Contractor to NIT, Trichy under the terms of this contract or under any other contract with NIT, Trichy may be deducted from the Security Deposit or realized by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by NIT, Trichy-

35. Contractor shall keep the NIT, Trichy indemnified against all claims whatsoever in respect of the employees deployed by the Contractor, in case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case NIT, Trichy is made party and is supposed to contest the case, the NIT, Trichy will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the Contractor to NIT, Trichy on demand. Further, the Contractor shall ensure that no financial or any other liability comes on NIT, Trichy in this respect of any nature whatsoever and shall keep NIT, Trichy indemnified in this respect.

36. Payment will be made monthly after satisfactory completion of service on submission of bill on pro rata basis as per Engineer-in-Charge certification. No advance payment will be made.

37. Income Tax deduction at source as per the rules in force will be deducted from the bill and the amount so deducted will be credited to the Income Tax authority and a certificate of the amount credit will be issued by the Account Section of Institute.

38. Institute reserve the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.

39. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration by the Director, NIT, Trichy & his decision will be final and binding.

40. The Arbitrator may give interim awards and/or directions, as may be required, Subject to the aforesaid provisions the Arbitrator & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

41. Payment Terms and Penalty provisions: Payments will be made within three weeks from the date of submission of monthly bills. The following particulars will be recovered for under performance.

	Period	Particulars (Penalty)
Complaint discharge time	Below 3 Hrs.	No Penalty
	Below 6 Hrs.	Warning
	Above 6 Hrs. & Below 12 Hrs.	A Penalty of 0.5% of the contract amount per system.
	Above 12 Hrs.	Contact will be terminated
	Above 48 Hrs. & Below 96 Hrs.	A Penalty of 2% of the contract amount per system.
	Above 96 Hrs.	Contract will be terminated.

ADDITIONAL INFORMATION AND ADDITIONAL INSTRUCTION TO BIDDERS

1. General

- ❖ The “TECHNICAL BID” (application to qualify) shall contain data and information to enable the institute to draw up a list of agencies who can take part in the Tender process and whose “Financial Bids” (Tenders) can be opened.
- ❖ The decision of the NIT, Trichy Outsourcing Committee is final in all matters of Tender. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu, Jurisdiction only.

2. Final Decision Making Authority

The Director, NIT Tiruchirappalli reserves the right to accept or reject all or any of the applications and to annul the qualification process / tender process at any time without assigning any reason or incurring any liability to the applicants.

3. The applicant should have sufficient Instruments, Tools and tackles.

4. The applicant’s performance in respect of completed works and ongoing works should be certified by an officer .

5. Evaluation By Scoring

- a. The applicants, who qualify the eligibility criteria mentioned under clause 1 of Notice Inviting Tender, shall be further evaluated for the following criteria by scoring method based on the details submitted by them.
- b. Inspection committees will carry out surprise visit to tenderers clients’ places and their reports, form valuable inputs for the short-listing process.
- c. The final selection of the contractors will be based on a weighted criteria system to be derived from the tender documents of the bidders. The tender will be considered as a whole and hence overall lowest value will be the lowest tenderer. Quoting all the items is mandatory and partial offer will be treated incomplete tender and rejected.

- d. Only the applicants who fulfill the eligibility criteria as stated earlier shall only be evaluated further for the following criteria:-

1	Functional Strength	Maximum 30 Marks
2	Experience in similar nature of work during last five years	Maximum 30 Marks
3	Performance on Works	Maximum 30 Marks
4	Equipment, Tools and Tackles	Maximum 15 Marks
	Total	Maximum 100 Marks

Note: To qualify, the applicant must secure at least 60% (Seventy percent) marks in aggregate. The Director, NIT, Trichy reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

6. Tender Submission and Decision:

After the details submitted by the applicant regarding his financial capacity, previous experience etc. are studied and evaluated, a list of agencies who can take part in the Tendering process shall be prepared and all concerned will be intimated. The financial bids (Tender) of the applicants who have not been qualified after evaluation, shall be returned unopened. Other Tenders shall be opened on the date and time to be intimated, in the presence of the Tenderers or their authorized representatives who may be present by the committee constituted for this purpose.

ADDITIONAL CONDITIONS

1. The contractor should employ supervisors who have experience in this type of work.
2. Child Labour is strictly prohibited and if there is any violation, the contract will be terminated.
3. Permits for workers and supervisor to the campus / building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
4. Necessary monthly bills should be submitted by the contractor after obtaining the signature from the Chief of Works on or before tenth of subsequent month by obtaining all formalities.
5. All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The Contractor is solely responsible for the payment of minimum wages for their employees as per the Government of India norms and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.

6. The contractor shall bring the required equipment's at his/her own cost and risk and no extra payment will be made for the same.
7. The contractor should maintain an attendance register in each Institute and Department buildings and the same should be certified by the nominated officials from NIT Administration and hand over a copy to The Chief of Works, EMD/EMC, NIT, Trichy on the next working day and it should be followed throughout the year.
8. The contractor should pay the labour wages in the first week of the successive month and delay / failure will attract fine as deemed fit by the Institute.
9. The contractor shall obtain a feedback certificate on performance of work from each Administrative/Department Head while submitting his/ her running account bill along with the attendance registrar.
10. The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.,
11. Rate per each quantity of work should be quoted in Rupees only. In case of any difference in rate quote in figures and words, the lower of the two rates will be taken as the tendered rate
12. The rate quoted in the tender shall remain valid for a period of four months from the date of opening Financial Bid. Once the contract is awarded after acceptance of tender, the rate as accepted by NITT shall be valid for billing till the entire work is completed and final bill is paid.
13. **Working Conditions:**
 - a. Sufficient man power is required to be provided to all the work.
 - b. Strict discipline must be observed by the workers.
 - c. The labourers put in work must be provided with the proper uniform to distinguish them from other staff.
 - d. The labourers and other staffs must be provided with identity card with the NITT's approval of Institute Authorities.
 - e. The supervisors, under whom the labourers work, shall have to report daily to the **Assistant Engineer/Electrical.**
 - f. No payment will be made for a non-working days, proportionate reduction will be made if any item of work is not carried out or work is not carried out on any day due to any reason, as indicated in the bill of quantities.
 - g. The rate quoted shall have to take care of increase in minimum wages and any other incidental charges.
 - h. The payment will be made after deducting Income Tax, **Labour Welfare Cess etc.**

14. Normal Working Hours (all days)

Normal working hours is 06.00 AM to 02.00 PM (First Shift), 08.30 AM to 05.30 PM (General Shift) and 02.00 PM to 10.00 PM (Night Shift) with one hour lunch break including Sundays & holidays and for extended hours if required by NIT, Trichy for specific purpose.

15. Jurisdiction:

Disputes of any nature that may be arise in connection with the execution of this order shall be governed by the Laws of India and subject to the jurisdiction of Courts situated in Tiruchirappalli, Tamil Nadu, India only.

PROFORMA FOR TECHNICAL BID

Sl. No.	Item/ Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet wherever necessary.
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Name of Issuing Banker Note: Bids without EMD will be rejected summarily	
2	Particulars of remittance of Cost of Tender Document. Specify (a) DD Number (b) Amount (c) Name of Issuing Banker Note: Bids without cost of tender document will be rejected summarily.	
3	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number	
4	Legal status / Constitution of the Bidder : (a) Sole Proprietor (b) Partnership (c) Private Limited Company d) Public Limited Company (e) others Please attach self-attested documentary proof	
5	Details of A Grade License obtained from the Licensing Authority (Attach Self attested Xerox Copy)	
6	Nature of the Business of the Bidder	
7	Year of Commencement of Business	
8	Location of the Registered / Main Office	

9	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the CONTACT PERSON of the applicant/ bidder	
10	Name and address of your banker	
11	Copy of Income Tax Permanent Account Number (PAN Number) (Please Attach self-attested Xerox copy)	
12	Annual Turnover during the Last three financial years 2011-12, 2012-13 and 2013-14 (Profit and Loss Account and Balance sheet duly audited and certified by a Chartered Accountant and Income Tax Return Acknowledgement i.e., ITR for the last three years may be attached)	
13	Details of Manpower available with the bidder	Use separate sheet to furnish the list
14	Details of Equipment/ Tools/ Tackles available with bidder	Use separate sheet to furnish the list
15	Registration with Employees Provident Fund (furnish documentary proof)	
16	Registration with Employees State Insurance (furnish documentary proof)	
17	Service Tax Registration Number, (Self attested Xerox copy to be attached)	
18	Details of similar work, if any, executed or being executed alongwith address of the service receiver with contact number, value of the work. Enclose a copy of the work order along with performance certification.	Use separate sheet to furnish complete details in Appendix-B format.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I/We also authorize the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

Authorized signatory of Bidder with Seal

Name.....

Designation.....

Format for Price Bid

Name of Work : Tender for Outsourcing of (1) Maintenance of High Tension (HT) and Low Tension (LT) Electrical Installations at the Institute Zone of National Institute of Technology, Tiruchirappalli and (2) Attending of Fuse of calls. Both the above Jobs have to be executed on call basis.

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
1	WIRING					
1.1	Wiring for light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit, with piano/modular type switch, phenolic laminated sheet, suitable size M.S. box and earthing the point with 1.5 sq.mm. FRLS PVC insulated copper conductor single core cable etc. as required.					
1.1.1	Group A	30	Point			
1.1.2	Group B	25	Point			
1.1.3	Group C	25	Point			
1.2	Wiring for twin control light point with 1.5 sq.mm FRLS PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit, 2 way modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq.mm. FRLS PVC insulated copper conductor single core cable etc as required.	5	Point			
1.3	Wiring for circuit/ sub main wiring along with earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed medium class PVC conduit as required					
1.3.1	2 X (1.5-4.0) sq. mm + 1 X (1.5-4.0) sq. mm earth wire	100	Metre			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
1.3.2	2 X (6-16) sq. mm + 1 X (6-16) sq. mm earth wire	100	Metre			
1.3.3	4 X (6.0 & 16.0) sq. mm + 2 X (6.0 & 16.0) sq. mm earth wire	100	Metre			
1.4	Fixing metal box of various sizes (nominal size) on surface or in recess with suitable size of phenolic laminated sheet cover in front including painting etc as required.					
1.4.1	Size up to 250mm X 300 mm X 100 mm deep	20	Each			
1.5	Fixing of following piano type or modular or arteur switch/ piano or modular or arteur socket on the existing switch box/ cover including connections etc. as required.					
1.5.1	5-15 amps switch/socket/bell push/indicator	1,000	Each			
1.6	Replacement of stepped Modular socket type/Piano type electronic fan regulator on the existing switch box including connections but excluding modular plate etc. as required.					
1.6.1	Replacement of stepped Modular socket type/Piano type electronic fan regulator on the existing switch box including connections but excluding modular plate etc. as required.	200	Each			
1.7	Fixing of following Modular base & cover plate on existing modular metal boxes etc. as required.					
1.7.1	1-6 Module	50	Each			
1.7.2	8-18 Module	50	Each			
1.8	Replacement/Fixing of 3 pin, 5 amp ceiling rose on the existing junction box/ wooden block including connection etc as required.	200	Each			
1.9	Replacement/Fixing of brass patten/ angle holder including connection etc. as required.	200	Each			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
1.10	Numbering of ceiling fan/ exhaust fan/ fluorescent fittings etc. as required.	15,000	Each			
1.11	Fixing of following size ISI marked Module Arteor frame for fixing switches or sockets in DLP plastic trunking wiring of 1.1 KV grade as required.					
1.11.1	2-6 Module Arteor frame	50	each			
1.11.2	8-18 Module Arteor frame	50	each			
1.12	Replacing /Fixing following rating of fuse units existing box/ cover including connections etc. as required.					
1.12.1	Flush type fuse unit (5-16A)	25	each			
1.12.2	Flush type fuse unit (16-32A)	25	each			
1.13	Faults attending & Cleaning of indoor lights/fittings					
1.13.1	Checking, identifying the faults in T5-28/40W tube light/45-140W LED/Metal Halide/HPMV/HPSV roof light fittings/street light fittings and rectification of the faults by replacement of one (or) more of the followings:Lamp,choke,Capacitors,lamp holder, terminal block, driver unit,inter Connection wiring from DL-MCB to ceiling rose/ terminal Strip and to fitting.	75	each			
1.13.2	Removing and fixing of Street light adaptor box and checking of MCB including connections as required.	20	each			
1.13.3	Checking, identifying the faults in 1X28W/2x28W /14W/40W/65W/80W/box type/industrial type fluoresent tube light fittings and rectification of the faults by replacement of one (or) more of the following:lamps,choke,Capacitors ,lamp holders, terminal blocks,driver,inter connection wiring from DL MCB to ceiling rose/terminal strip and to fittings.	1,000	each			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
1.13.4	Removing and fixing of 1X28W/2x28W /40W/65W/80W/box type/industrial type fluorescent tube light fittings including hand over to EMC	700	each			
1.13.5	Cleaning of 1X28W/2x28W /40W/65W/80W/4x24 w box type/industrial type fluorescent tube light fittings including the reflectors/diffusers etc	5,000	each			
1.13.6	Maintenance of street light distribution panel.	5	each			
1.14	Faults attending & Cleaning of fans					
1.14.1	Checking, identifying the fault in the Ceiling Fan 900/1200/1400 mm sweep/exhaust fan rectification of the faults by removing the fan from the ceiling, replacement of one or more of a).ball bearing b). Capacitor c). Regulator d).fan blade e) wiring connection fault and cleaning	500	each			
1.14.2	Removing and fixing of Ceiling Fan 900/1200/1400 mm sweep/exhaust fan including hand over to EMC	100	each			
1.14.3	Fixing of Ceiling Fan 1200/1400 mm sweep	50	each			
1.14.4	Fixing of MS "S" type/MS "Anger fastener" type fan hook including chipping, fixing & surfacing to make good condition..	25	each			
1.14.5	Fixing of tube light fitting hook & chain including chipping, fixing & surfacing to make good condition, suitable for false ceiling	25	each			
1.14.6	Fixing extra conduit down rod of 100-150 cm length G.I. pipe 20 mm dia, heavy gauge including painting etc. required. (Note: More than 5 cm length shall be rounded to the nearest 10 cm and 5 cm or less shall be ignored.)	50	each			
1.14.7	Cleaning of ceiling fan/exhaust fan /Pedestal fan completely .	5,000	each			
1.15	Faults attending & Cleaning of light fittings					
	Sub-Total					

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
2	E A R T H I N G					
2.1	Earthing with G.I. earth pipe 4.5 metre long, 40 mm dia including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe etc. as required.	5	Each			
2.2	Earthing with G.I. earth plate 600 mm X 600 mm X 6 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 metre long etc. as required.	5	Set			
2.3	Laying of 6-14 SWG G.I./Copper wire at 0.50 metre below ground level for conductor earth electrode, including connection/ termination with GI thimble etc. as required.	500	Metre			
2.4	Laying of 25 mm X 5 mm/50 mm X 5mm G.I/ Copper strip at 0.50 metre below ground as strip earth electrode, including connection/ terminating with G.I. nut, bolt, spring, washer etc. as required.	100	Metre			
2.5	Replacement/Fixing of 25 mm X 5 mm/50 mm X 5mm G.I/Copper strip on surface or in recess for connections etc. as required.	100	Metre			
2.6	Labour charges for Erection of earthing systems.					
2.6.1	1. 40/6 UES earth electrode - 1No 2. 20kg Chemical compound bag -2Nos	5	each			
2.7	Erection of cosmos earthing electrode systems.					
2.7.1	Cosmos roma 40mm dia 2/3Mtrs length with moisture enhancer 25 Kg. Cosmos will be supplied by NITT.	10	each			
	Sub-Total					
3	MV CABLE LAYING					

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
3.1	Removing and laying of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 KV grade of following size direct in ground including excavation, sand cushioning, protective covering and refilling the trench in DWC pipe etc. as required.					
3.1.1	Upto 35 sq. mm	100	Metre			
3.1.2	Above 35 sq. mm and upto 95 sq. mm	100	Metre			
3.1.3	Above 95 sq. mm and upto 185 sq. mm	300	Metre			
3.1.4	Above 185 sq. mm and upto 400 sq. mm	100	Metre			
3.2	Removing and Laying of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 KV grade of following size in the existing masonry open duct/cable tray as required.					
3.2.1	Upto 35 sq. mm	100	Metre			
3.2.2	Above 35 sq. mm and upto 95 sq. mm	250	Metre			
3.2.3	Above 95 sq. mm and upto 185 sq. mm	750	Metre			
3.2.4	Above 185 sq. mm and upto 400 sq. mm	750	Metre			
3.2.5	Removing: upto 400 sq. mm	500	Meter			
3.3	Removing and Laying of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 KV grade of following size on wall surface as required.					
3.3.1	Upto 35 sq. mm (clamped with 1mm thick saddle)	500	Metre			
3.3.2	Above 35 sq. mm and upto 95 sq. mm (clamped with 25x3mm MS flat clamp)	500	Metre			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
3.3.3	Above 95 sq. mm and upto 185 sq. mm (clamped with 25/40x3mm MS flat clamp)	250	Metre			
3.3.4	Above 185 sq. mm and upto 400 sq. mm (clamped with 40x3mm MS flat clamp)	250	Metre			
3.4	Laying and fixing of one number PVC insulated and PVC sheathed / XLPE power cable of 1.1 KV grade of following size on cable tray as required.					
3.4.1	Erection of LT/HT cable route marker	100	each			
3.5	Laying of following size Double walled Corrugated High Density Polyethylene pipe in ground at a depth 75cm including excavation and refilling the trench etc as required.					
3.5.1	40-77mm/32-63mm (Outer Nominal Dia / Inner Nominal Dia)	100	mtrs			
3.5.2	90-110mm/76-94mm (Outer Nominal Dia / Inner Nominal Dia)	100	mtrs			
3.5.3	120-160mm/103-136mm (Outer Nominal Dia / Inner Nominal Dia)	100	mtrs			
3.5.4	180-200mm/152-170mm (Outer Nominal Dia / Inner Nominal Dia)	100	mtrs			
	Sub-Total					
4	H V CABLE LAYING					
4.1	HT TESTING AND MEASURING					
4.1.1	Receiving Station: Checking of Breakers, Testing of Relays, Breakers, CT's, PT's, Battery Chargers & Batteries, Maintenance of Receiving Station equipment's as per standard ,attending faults in Receiving Station including Double pole Structure and checking and earthing of earth resistance value.	1	LS			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
4.1.2	Power House: 11kV Breaker maintenance & checking, Transformer testings, Bus bar checking, Earth checking & value writing and Relay calibration,mv panel maintenance etc.	1	LS			
4.1.3	Ring Main Units: Maintenance of RMU, Testing of breaker,attending faults in RMU, checking Gas pressure, checking of Relays & Breaker operations, checking of Earth systems and Earth resistance measuring & writing.	3	each			
4.1.4	Substation: Checking of operation of the Transformer,Checking of Oil level,Oil leak arresting, filtration works,changing of gaskets,HT bushing, LT bushing, busbar interconnection ,Insulation value measuring and writing,earth resistance checking and writing etc as required.	1	each			
	Sub-Total					
5	MV CABLE JOINTING & END TERMINATION					
5.1	Making end indoor termination with brass compression gland and aluminium lugs for following size of PVC insulated and PVC sheathed / XLPE aluminium conductor cable of 1.1 KV grade as required.					
5.1.1	2 X (6-50) sq. mm	50	Each			
5.1.2	3½ X (25-400) sq. mm	20	Each			
5.1.3	4 X (10-50) sq. mm	20	Each			
5.2	Making outdoor end termination with cast resin compound including aluminium lugs and other jointing materials for following size of PVC insulated and PVC sheathed / XLPE aluminium conductor cable of 1.1 KV grade as required .					
5.2.1	2 X (6-50) sq. mm	10	Each			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
5.2.2	3½ X (25-400) sq. mm	10	Each			
5.2.3	4 X (10-50) sq. mm	10	Each			
5.3	Making straight through joint with heat shrinkable kit including ferrules and other jointing materials for following size of PVC insulated and PVC sheathed / XLPE aluminium conductor cable of 1.1 KV grade as required.					
5.3.1	3½ X(16.0-70.0) sq. mm	10	Each			
5.3.2	3½ X (95.0-185.0) sq. mm	10	Each			
5.3.3	3½ X (225.0-400.0) sq. mm	10	Each			
	Sub-Total					
6	HV CABLE JOINTING & END TERMINATION					
6.1	Making straight through cable jointing with heat shrinkable jointing kit complete with all accessories including ferrules suitable for following size of 3 core, XLPE aluminium conductor cable of 11 KV grade as required: Whole campus					
6.1.1	120 sq. mm	2	Each			
6.1.2	300 sq. mm	5	Each			
	Sub-Total					
7	FIXING OF METERS/HOSE/ACRYLIC SHEETS/UPS					
7.1	Fixing of energy meter/multifunction meter/ammeter/voltmeter/selector switch for following ratings suitable operation on 230/415 Volts, 1 ph,3 ph 50 Hz, AC Supply as required.					

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
7.2	Labour charges for installing UPS/inverter with connections as required.					
7.2.1	2-5kVA,1Ph/3Ph	20	each			
7.2.2	7.5-20kVA,1Ph/3Ph	10	each			
7.2.3	25kVA and Above,3ph	5	each			
	Sub-Total					
8	MCCB,MCB&DB'S DSR 2012					
8.1	Replacing of following capacity TP&N disconnecter fuse switch unit inside the existing panel board with MCCB.					
8.1.1	32-160 Amp TP&N	40	each			
8.1.2	200-400 Amp TP&N	25	each			
8.2	Removing/Fixing of 5 amps to 32 amps rating, 240/415 volts, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.					
8.2.1	Single pole/Double pole/ Tipple pole/ Four pole/RCCB	300	each			
8.3	Removing and Fixing of 20 amps, 240 volts, SPN industrial type, socket outlet, with 1 pole and earth, metal enclosed plug top along with 20 amps "C" curve, SP, MCB, in sheet steel enclosure, on surface or in recess, with chained metal cover for the socket out let and complete with connections, testing and commissioning etc. as required.	100	each			

ITEM No	SUB-HEADS AND ITEM OF WORK	QUANTITY	UNIT	RATE (Rs)	RATE (In Words)	AMOUNT(Rs)
8.4	Removing and Fixing of 20 amps, 415 volts, TPN industrial type, socket outlet, with 4 pole and earth, metal enclosed plug top along with 20 amps "C" curve, TPMCB, in sheet steel enclosure, on surface or in recess, with chained metal cover for the socket out let and complete with connections, testing and commissioning etc. as required.	25	each			
8.5	Fixing of TP sheet steel enclosure on surface/ recess along with following amps 415 volts "C" curve TP MCB complete with connections, testing and commissioning etc. as required.					
8.5.1	Triple pole 6-125A MCB with enclosure	25	each			
8.5.2	Four pole 6-125 Amps MCB with enclosure.	25	each			
8.5.3	Double pole 6-125 A MCB with enclosure	100	each			
8.6	Fixing of LED					
8.6.1	Fixing of indicators as LED type/Filament type in the existing board equipment's etc. as required.	250	each			
	Sub-Total					
	Total					

Locations: OJAS, Architecture, Orion , Chemical, ADM block, EEE, Mechanical, MME, Civil ,Old & new Library, Sports Dept & grounds, IT Center (CS, CA, Maths, EH),Lyceum,ICE,SJB,Production,pow.Met,CSG,LH,barn hall, MP hall, ceesat,EMD, Sump house, transport, Security office & booth, Hospital,substations,all shops, All bore well and st. lights in institute zone, Guest house and left out area if any.

Note: The quantity mentioned in the schedule is only indicative and payment will be made on pro rate basis and actual work content

Appendix – A

List of Locations:

- OJAS Building
- Architecture Dept.
- Orion Building
- Chemical Dept.
- ADM block
- Electrical and Electronics Dept.
- Mechanical Dept.
- Metallurgical and Materials Dept.
- Civil Dept.
- Old and new Library Buildings
- Sports Dept. & Grounds,
- IT Center (CS Dept., CA Dept., Maths Dept. & Exam Hall)
- Lyceum
- Instruments and Control Engineering Dept., and its Project room
- Silver Jubilee Building
- Production Dept.
- Powder Metallurgy Dept.
- Computer Support Group Building
- UG Lecture Hall
- Barn Hall
- Multi-Purpose Hall
- CEESAT Building and its Annexure
- Estate Maintenance Department & Electrical Maintenance Centre
- Sump Houses
- Transport Dept.
- Security office & Booths
- Hospital
- All Substations in Institute Zone
- All Bore Well in Institute zone
- All Street Lights in institute zone
- New & Old Guest Houses and left out areas if any.

Appendix-B

Sl. No.	Name of the Contract	Name of the Client	Brief Description of Work	Date of Start	Date of completion as per contract	Date of actual completion of Work	Value (₹)	Type of Industry (MF/Institution)	Signature of Executive Engineer/ Project Manager/ Equivalent