

**MADHYA PRADESH STATE ELECTRONICS DEVELOPMENT CORPORATIONS
LTD**

TENDER DOCUMENT FOR

**AMC OF 33KVA SUB STATION, ELECTRICAL, DG SET OPERATION &
MAINTENANCE WORK AT STATE IT CENTRE , 47 A, ARERA HILLS,
BHOPAL**

(TENDER NO. MPSEDC/P&A/18/2018.)

M P State Electronics Development Corporation Ltd.

State IT Center,47A , Arera Hills Bhopal - 462011 ,M.P

Ph.0755-2769605, Fax: 0755-2769824

www.mpsedc.com

SECTION – I

INVITATION OF BIDS

Chief General Manager, MPSEDC Ltd., Bhopal invites online bids, under two bid system, from prospective contractors / reputed Indian agencies for providing **AMC of 33 KVA Sub Station, Electrical, DG Set Operation & Maintenance Work at State IT Centre , 47 A, Arera Hills, Bhopal** for a period of three years. Interested Bidders may obtain further information from the office of MPSEDC Ltd., Bhopal. Bids are invited for the work mentioned hereunder:

Particular	Details
Name of the Client	Madhya Pradesh State Electronics Development Corporation Ltd. (MPSEDC)
Address and Concerned person for Correspondence	Chief General Manager, MPSEDC, State IT Center, 47-A, Arera Hills, Bhopal, Madhya Pradesh
Date of Pre-Bid Conference	To be show on line
Venue of Pre-Bid Conference	Conference Room, 2nd Floor, State IT Centre, 47 A Arera Hills, Bhopal, Madhya Pradesh
Purchase of Tender Start Date	10/08/2018
Purchase of Tender End Date	30/08/2018
Last date of Bid Submission	30/08/2018 , up to 5.00 pm
Cost of document	Rs. 1000.00 + Processing Fees (non-refundable) to be paid online through the e-procurement portal.
EMD / Bid Security Amount	Rs. 50,000/- only to be paid online through e-procurement portal. EMD in form of Bank guarantee not acceptable.
Date and time for opening of Technical Proposal	04/09/2018, 4:30 pm.
Date and time for opening of Financial Proposal	The date and time would be communicated to the qualified bidders
Performance Bank Guarantee	The successful bidder shall be required to submit performance guarantee equivalent to 10% of the order value for the satisfactory performance/completion of the complete order (Including warranty period plus Three months), in the form of bank guarantee with MPSEDC LTD.

Particular	Details
Method of submission of Proposal	Only through e-Procurement portal of MPSEDC (website www.mpeproc.gov.in)
Validity of Bids	Minimum 180 days from the due date of submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any)
Name of the Client	Madhya Pradesh State Electronics Development Corporation Ltd. (MPSEDC)
Address and Concerned person for Correspondence	Chief General Manager, MPSEDC, State IT Center, 47-A, Arera Hills, Bhopal, Madhya Pradesh

Note:

- Tender document can be viewed/ downloaded from the website www.mpeproc.gov.in

Bidder has to submit the processing fee and other applicable fee (if any) with tender only.

- Any further corrigendum/ addendum shall be uploaded on the www.mpeproc.gov.in

SECTION - II

Letter for Submission of Tender

Ref. No.

Dated:.....

To
Chief General Manager
MP State Electronics Development Corporation Ltd
State IT Centre, 47 Arera Hills
Bhopal - 462011 (M P).

Ref: **AMC of 33 KVA Sub Station, Electrical, DG Set Operation & Maintenance Work at State IT Centre , 47 A, Arera Hills, Bhopal** against Tender no. : MPSEDC/P&A/18/2018/

Dear Sir,

Having examined the tender document relating to the **AMC of 33 KVA Sub Station, Electrical, DG Set Operation & Maintenance Work at State IT Centre , 47 A, Arera Hills, Bhopal** as detailed in your tender, Terms & Conditions and scope of procurement, Specifications etc., and having understood the provisions and requirements relating to the procurement and all other factors governing the tender, We hereby submit our offer for the House Keeping and facility management services in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Technical & commercial Bid.

If after the tender document is accepted, we fail to complete the commissioning of the items as per the order. We agree that, MPSEDC Ltd. Bhopal shall have full authority to forfeit the Earnest Money and cancel our order with no obligation on their part.

1. We further confirm that - We have deposited Earnest Money of Rs.....(Rs.....) online .
2. In case we are chosen as a Successful Bidder, we shall submit the PBG in the form prescribed in the TENDER
3. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- 4.. We have sufficient trained and experienced workers and necessary materials to execute the order efficiently in the specified time schedule.
5. The quoted rates shall be valid till the completion of the order but not less than 180 days.
6. We agree to accept the extension order up to 100% quantity.
7. We agree that you are not bound to accept any Tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the Tender response.
8. We hereby declare that our Company / Firm is having unblemished past record and is not declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices..

Signature of the Lead Bidder

With stamp and date

SECTION - III
INSTRUCTIONS TO BIDDERS:

2. Introduction of MPSEDC

M.P. State Electronics Development Corporation Ltd. is the bidder of the state working towards promotion & implementation of IT and e-Governance. It is the single-point of access to any IT business opportunity in Madhya Pradesh and encourages various players in the field of IT to come forward and invest in the state of Madhya Pradesh.

MPSEDC is committed to generate IT business for the public/private sector with a mandate from the Government to develop IT in the state. This includes opportunities for software development, supply of hardware & peripherals, networking and connectivity, web applications, e-commerce, IT training and an entire gamut of direct and indirect IT businesses

MPSEDC has its Head office at State IT Centre ,47 Arera hills. MPSEDC proposes engage agency who would do AMC of 33 KVA Sub Station, Electrical, DG Set Operation & Maintenance Work at State IT Centre , 47 A, Arera Hills, Bhopal . Accordingly MPSEDC is issuing this Tender to select the appropriate Electrical maintenance vendor

3. Scope of Work

The detail scope of work to be performed by the selected bidder is given in Annexure I

4. Instructions to the Bidders

This section specifies the procedures to be followed by bidders in the preparation and submission of their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contract. It is important that the bidder carefully reads and examines the Tender document.

a. Availability of TENDER Document

The Tender document is available and downloadable on following websites:

a) <http://www.mpeproc.gov.in>

Tender Fees (non-transferable & non-refundable) must be paid online at e- procurement portal (<http://www.mpeproc.gov.in>).

b. Pre-bid Meetings and Clarifications

i. Clarifications

The prospective Bidder requiring any clarification on the TENDER shall contact MPSEDC through email by sending the queries at marketing@mpsedc.com. The queries, if any, shall be submitted by the bidders as per the format given in Annexure I(C). The MPSEDC would provide clarifications to only those queries which would be received before the due date as mentioned in Bid data sheet. All future correspondence/corrigendum shall be published on www.mpeproc.gov.in

ii. Pre-bid Conference and Issue of Corrigendum

- a) A Pre-Bid conference of all the interested bidders shall be held at the scheduled date and time as per the details mentioned in the Bid Data Sheet.
- b) MPSEDC reserves the right to make any kind of amendments or in the terms and conditions of TENDER before the due date of submission of bid. Any change/ clarification/ corrigendum would be uploaded on the e- procurement portal. This will form a part of this Tender document
- c) MPSEDC at its discretion may extend the due date for the submission of bids.

c. Preparation and Submission of Proposal

i. Completeness of Bids

Bidders are advised to study all instructions, forms, terms, requirements and other information in the TENDER document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the TENDER document with full understanding of its implications. The response to this TENDER should be full and complete in all respects. Failure to furnish the information required by the TENDER documents or submission of a proposal not substantially responsive to the TENDER documents in every respect will be at the bidder's risk and may result in rejection of its proposal. The TENDER Document is not transferable to any other bidder.

ii. Language

The bid as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be in English language only.

iii. Preparation and Submission of Bid

The bidder is responsible for registration on the e-procurement portal (www.mpeproc.gov.in) at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website, and in case of any difficulty related to e-procurement process, may contact the helpline number 18002588684. The Bidder shall submit the proposals online as described below-

- a) Proposal that are incomplete or not in prescribed format may be rejected.
- b) The Technical and Financial proposal should be submitted only through the e-procurement Portal.
- c) Technical Proposal - Scanned copy in PDF file format, signed on each page, with file name clearly mentioning: "Technical Proposal for MPSEDC Tender No MPSEDC/P&A/2018/----" The proposal should be as per the Technical Proposal format provided in Annexure I: Technical Proposal Formats
- d) Financial Proposal - Scanned copy in PDF file format, signed on each page, with file name clearly mentioning: "Financial Proposal for MPSEDC Tender No MPSEDC/P&A/2018/----" The proposal should be as per the Financial Proposal format provided in Annexure II

e) The financial Bid shall be **excluding GST and inclusive of all other taxes & duties**

Conditional proposals shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.

f) Any alteration, erasures or overwriting should be valid only if the person or persons signing the bid initial them.

g) Bidders are advised to upload the proposals well before time to avoid last minute issues.

h) The bid has to be submitted only through online through www.mpeproc.gov.in website. No physical submission of bids would be acceptable.

iv. Late Bids

Proposal after due date and time shall not be accepted.

v. Tender Validity

The TENDER offer must be valid for 180 days from the due date of submission of proposal as mentioned in this TENDER or the subsequent corrigendum (if any). However, MPSEDC in consultation with Concerned Dept. may extend this period, if the bidder accepts the same in writing.

vi. Cost and Currency

The offer must be given in Indian Rupees only. The price will remain fixed for the period of the contract and no changes for any reason what so ever will be allowed. The bidder shall bear all the costs associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

vii. Interpretation of the clauses in the Tender Document

In case of any ambiguity in the interpretation of any of the clauses in Tender Document, the MPSEDC interpretation of the clauses shall be final and binding on the bidder.

The decision taken by the MPSEDC in the process of Tender evaluation will be full and final.

viii. Amendment of Tender Document

At any time prior to the deadline for submission of bids, MPSEDC for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment. Any such communication shall be posted on website and bidders are requested to visit the e-procurement website for updates, modification and withdrawal of Offers.

ix. Deviations

The bidder shall not be allowed to make any deviation whatsoever from the terms and condition and other requirements specified in the TENDER.

X. Earnest Money Deposit (EMD) / Bid Security

a) The Bidder shall furnish a bid security as per the amount mentioned in Bid Data Sheet online through e-procurement portal.

- b) No interest shall be payable on EMD under any circumstances.
- c) Unsuccessful Bidder's Bid security shall be discharged or returned within 60 (sixty) days of expiration of the period of proposal validity or after awarding Tender to successful Bidder.
- d) In case of successful bidder, the EMD shall be discharged upon signing of agreement and submission of performance bank guarantee, as per Annexure III.
- e) The EMD shall be forfeited by MPSEDC, on account of one or more the following reasons-
- If a bidder withdraws its bid during the period of bid validity
 - If the bidder fails to sign the agreement in accordance with terms and conditions (Only in case of a successful bidder)
 - Fails to furnish performance bank guarantee as specified in annexure
 - Information given in the proposal is found inaccurate/incomplete

d. Qualification Criteria and Bid Evaluation

a. Evaluation Methodology

i. Tender Opening

- a) Bid Opening shall take place through the e-Procurement Portal. Online Proposals submitted along with the EMD/ Bid Security and Tender Fee (Payable Online through the portal) shall be considered for Bid opening as per the timelines mentioned in the Bid Data Sheet.
- b) In case of EMD/ Bid Security is not received as per the timeline mentioned in Bid Data Sheet, the bid submitted in e-Procurement Portal would be rejected.
- c) The EMD/ bid security will be opened at MPSEDC, in the presence of Bidders' representative who may choose to attend the session on the specified date, time and address.
- d) A maximum of two representatives from each Participating Organization would be allowed to attend the Tender Opening. The Bidder's representatives, who may choose to attend the session, can attend the Tender opening at the Date and time mentioned in the Bid Data Sheet or as per the Date and Time revised in the subsequent communication given by MPSEDC through www.mpeproc.gov.in
- e) During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

f) To assist in the scrutiny, evaluation and comparison of offers, the MPSEDC may, at its discretion, ask some or all the Bidders for clarification of their offers on any of the points mentioned therein and the same may be sent through email, facsimile. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by MPSEDC in the evaluation of the bids.

ii. Tender Evaluation

To evaluate the Tender the MPSEDC shall formulate a Tender Evaluation Committee (TEC) (also referred to as "Evaluation Committee"). The Evaluation Committee shall evaluate the Technical and Financial bids as per the following process:

- a) The MPSEDC will evaluate and compare the bids that have been determined to be substantially responsive.
- b) Tender Evaluation Committee shall review the Eligibility Criteria. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, Evaluation Committee may, at its discretion, ask any Bidder for a clarification of its bid.
- c) The Financial Proposals of only those Bidders who have been qualified Eligibility Criteria will be opened in the presence of their representatives, who may choose to attend the session on the specified date, time and address mentioned in the Bid Data Sheet.

iii. Failure to Agree with the Terms and Conditions of the TENDER

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER / Contract shall constitute sufficient grounds for the annulment of the proposal or the award, in such event MPSEDC would reject the proposal and forfeit the EMD as specified in the document.

b. Eligibility Criteria

Eligibility Criteria		Documents to be Provided
#		
1.	The bidders must be a company or firm incorporated and registered in India	Certificate of Incorporation along with MOA and AOA.
2.	The Bidder must have a registration with Labour Registration, provident fund, ESIC, and must have PAN Number, GST Number (Photocopies of the same to be enclosed as proof).	Attach copy of Labour registration, provident fund, ESIC, PAN Number, GST Number registration.
3.	The bidder should be an 'A' Class Electrical Contractor having Executed one order of Installation of 2 x1500KVA or 33/0.433 KV Sub Station, Internal & External Electrification, DG Set maintenance in	-Certificate of A"Class Electrical Contractor to be attached . - Satisfactory completion from the authorized representatives of the client

#	Eligibility Criteria	Documents to be Provided
	last 3 yrs	along with the work order to be submitted of 2 x1500KVA or 33/0.433 KV Sub Station, Internal & External Electrification, DG Set Installation
4.	The bidder must have an annual average turnover of at least Rs.1 crore in last 3 financial years (FY 2014-2015 2015-2016, 2016-2017)	CA certificate & audited Balance sheet of FY 2014-2015 2015-2016, 2016-2017
5.	Registered office or one of the branch office of the Bidder must be located in Bhopal (Bhopal address to be furnished). If the vendor does not have an office in Bhopal M.P. he should establish the same within three months of receiving work order.	Copy of registration office in Bhopal or submit a declaration that they will establish a office in Bhopal within 3 months of work order if successful bidder.

c. Qualification Criteria of Bid

- MPSEDC reserves right to visit (or conduct telephonic verification) bidder's customers where such a similar project execution has taken place.
- Bidders who qualify in the Eligibility criteria shall be considered for financial evaluation.

d. Financial Bid Evaluation

The financial bids for Eligible bidders will be opened. Financial bids, not substantially responsive or incomplete in any manner, are liable to be disqualified. The bidder with lowest bid value may be declared as Lowest Bidder (L1).

e. Selection of the Bidder

- The technically qualified bidder with L1 rate shall be the successful bidder.
- In the event that any successful bidder (L1) withdraws or is not ready for engagement for any reason, MPSEDC may invite the vendor with next lowest rate (L2) for engagement provided L2 bidder is ready to accept the rate quoted by L1 bidder.

f. Confidentiality

a) Any attempt by a Bidder to influence MPSEDC in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.

b) If any Bidder wishes to contact the MPSEDC during/after opening of the Bid to award of contract. He may do so in writing.

Terms and Conditions

i Performance Bank Guarantee (PBG)/ Security Deposit

The Successful Bidder shall be required to submit PBG as follows

Performance Security:

The project will carry a performance guarantee for **Three years plus six months**. All charges with respect to the PBG shall be borne by the bidder. The PBG shall be remaining valid for the three years plus six months. The Successful Bidder shall have to submit the PBG as per the format given on Annexure III The PBG will be discharged / returned by MPSEDC upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee

Performance security should be submitted within **15 days of receiving the work order**. The Performance Security can be in the form of Bank Guarantee in favour of MPSEDC Ltd., Bhopal/ concerned dept . On submission of Performance Security, EMD amount submitted will be returned.

ii Taxes and Duties

Rates should be **Exclusive of GST** but inclusive of all other taxes duties .

iii. Period of Contract .

The contract is for a period of **3 yrs** and can be extended for a further period of two years on mutual agreement.

iv Inspection of site

The Prospective bidders can inspect the site in-between 11.00 to 5.30 pm on all working days. No extra charges shall be payable for non awareness of the site conditions and constraints.

v Transfer / Sub-Contracting

The bidder has no right to give, bargain, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

vi. Resolution of Disputes

a. MPSEDC and the selected Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

b. If, after thirty (30) days from the commencement of such informal negotiations, MPSEDC and the selected Bidder have been unable to amicably resolve dispute, either party may require that the dispute be referred for resolution to the formal mechanisms, which may include, but are not restricted to, conciliation mediated by a third party acceptable to both, or in accordance with the Arbitration and Conciliation Act, 1996. All Arbitration proceedings shall be held at Bhopal and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English

c. In case the issues are not resolved in the arbitration proceedings then any further legal action by the parties shall be restricted to the jurisdiction of the Court in Bhopal.

vii. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Courts at Bhopal only.

viii. Indemnity

The successful bidder shall indemnify, protect and save MPSEDC and MPSEDC against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements and the services rendered under this Tender.

ix. Publicity

Any publicity by the bidder in which the name of the MPSEDC is to be used should be done only with the explicit written permission of the MPSEDC

x. Force Majeure

- The successful Bidder shall not be liable for forfeiture of its Performance bank guarantee, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of Government in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- If a Force Majeure situation arises, the Bidder shall promptly notify the authorized representative of MPSEDC in writing of such condition and the cause thereof. Unless otherwise directed by the authorized representative of MPSEDC in writing, the Bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Xi Right to terminate the process

MPSEDC, reserves the right to accept or reject any Tender offer, and to annul the Tendering process and reject all Tenders at any time prior to award of control, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such action.

MPSEDC makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further, this TENDER does not constitute an offer by MPSEDC. The bidder's participation in this process may result in MPSEDC selecting the bidder to engage in further discussions and negotiations.

xii. Limitation of Liability

The maximum aggregate liability of successful bidder shall not exceed the order value.

Schedule –A

Scope of work for Electrical and Gen Set Operation and Maintenance

1. During the continuance of the Electrical installation & DG set operation and maintenance work agreement with MPSEDC, the contractor shall be exclusively responsible for day to day Operation & maintenance of the electrical installation and network at MPSEDC.

The existing electrical system consists of the following:

- HT Transformers – 2x1500KVA 33/0.43KV Indoor Type connected to two separate grids.
 - HT Panel @ switchgears along with Bus Coupler arrangement.
 - Servo Stabilizers 1500 KVA, 430V
 - Main LT panel with 2 sections including 2 APFC & bus coupler.
 - 320 KVA DG set One No +
 - DG set Control panel along with changeovers.
 - Numerous Auxiliary LT panels installed at various Floors in the Building & Campus.
 - Distribution boards installed at various floors in the Building & Campus.
 - Electrical Connections to various rooms for Lighting, Fans, Power Points, AC, Lifts etc.
 - External Electrification & signage.
 - Water supply Pumps/Motors, Pump Station panels/starters/Water line & storage Tank.
 - Sewage Pumping System.
 - Data Cabling up to Information Outlet RJ 45 Connectors.
 - EPABX Cabling.
 - Access Control Cabling.
 - Sound System.
 - Public Addressing System.
2. The Electrical Installation inside the Data Center on 1st Floor & DG Sets of **Data Center shall not be covered in the scope** of this tender except for ensuring continuous incoming supply.
 3. In all cases the Consumables & Labor cost involved in maintenance work shall be borne by the contractor. The Defective Parts required to be replaced shall be provided by bidder

Kindly note although every effort has been made to cover the entire electrical related infrastructure, omission, if any, shall be deemed to be in the scope of work of the contractor. **The contractor should visit the site and assess the scope of work.** The contractor for his own benefit shall bring these omissions to the notice of MPSEDC.

4. Round the clock operation & operational maintenance of the entire electrical network for State IT Center, including cleaning/dusting of HT transformers, transformer room, HT switchgear room, 320KVA DG set, LT panel control room, Automatic Power Factor correction Panel, HT & LT cable network, bus bars, LT distribution panels & DB's at various blocks & other equipment including the accessories such as motors & control panels of the water supply system. The job also includes Operation & Maintenance of lighting system of entire Building & Campus covering including external lighting in the open area.
5. Operating the system as per the requirements of the State IT Center.
6. Replacement of defective three phase ACB's/MCCB's/MCB's/SFU's, Single phase MCB's, isolators, bulbs, Tube lights, CFLs, AC Boxes, AC Tops, Piano/modular switches, fan regulators, rewinding of ceiling fans, exhaust fans and all other electrical equipments, gadgets, installations, cables/components etc in State IT Center building including substation.
7. Total preventive maintenance including oiling & greasing of electrical equipment.
8. Maintaining the operation record in Log book for the entire electrical installation/equipment & this includes water lifting, sewage pumps & Lifts also. Taking reading & recording of electric meter readings installed in building on 1st of every month. Recording & maintaining of log book for office electric meter, capacitor & transformer (For oil temp., electric load, voltage KW meter etc.) reading & presenting the records to the Personnel & Administration department for verification on daily basis.
9. The contractor shall maintain a T&P equipment register. The details of all electrical instruments/equipment (as mentioned above) installed in the Building & Campus shall be entered in the same. The details shall contain the make, serial number, rating & other information engraved on the name plate/equipment.
10. The contractor shall maintain a complaint Register. As & when a complaint arises in respect of any electricity problem, the contractor's supervisor shall enter the

complaint in register & ensure remedial action proactively & instantly. The same shall be verified by the building supervisor/Sr. General Manager Personnel & Administration of MPSEDC Ltd. No Laxity in attending of the complaints shall be tolerated. Appropriate financial penalty will be imposed if any inordinate delay is observed.

11. The contractor is bound to do all jobs required for maintaining the uninterrupted power supply to the entire Building & Campus buildings for smooth functioning and shall keep the entire electrical infrastructure (Equipment/instruments) in healthy state & working conditions.
12. The contractor shall keep the record of power consumption in the State IT Center building.
13. Maintenance of safety & Hygiene in electrical substation shall be the sole responsibility of the contractor.
14. Operation & maintenance of 2 nos. 1500 KVA 33/0.43 KV HT Transformers
 - Regular cleaning/ dusting of HT transformers & transformer rooms.
 - Regular checking of oil level in conservator & if required top up of makeup oil once in a year). Regular inspection of conservator tank for leakage, if any.
 - Regular checking of thermometer & recording of temperature.
 - Cleaning of Breather Assembly & removal of moisture by heating of silica Gel if so required.
 - Regular inspection & checking of explosion vent & ascertain that the glass is intact.
 - Regular checking of the insulation resistance of the HT & LT windings.
 - Checking of Dielectric Strength of the oil once in a year from the laboratory approved by MPSEDC Ltd. The cost shall be borne by the contractor.
 - Checking of earth resistance value & insulation resistance of cables once in two months.
 - Regular checking of earth connections of the transformer for continuity.
 - Servicing of HT Transformers as & when required but at least once in each calendar year.

New work

- a. **Operation and Maintenance of all Electrical installation at 3rd Floor .The work includes operation and maintenance of all the Fixtures, Fan, switch board, Distribution Board ,Ac Electrical etc.**

- b. The work also include the oil Filtration of 2 x1500 KVA ,430 VOH servo Stablizers. The work include the supply of fresh oil also as required during Filtration process .Minimum one Filtration of oil is necessary .During maintenance period of 1 year as per Electrical safety norms**

Proposed work

Also consider the operation and maintenance of all Electrical installation of Data Centre at Ground Floor. The work include operation and maintenance of Fixtures, Fan, switch board, Distribution Board ,AC Electrical etc. for the same Area.

15. Operation & maintenance of HT switchgears.

- Regular cleaning/ dusting of HT switch Gears & its room.
- Checking of earth resistance value & insulation resistance of cables once in two months.
- Regular checking of earth connections continuity.
- Servicing of HT Switch Gears as & when required but at least once in each calendar year.
- Inspection, Operation & maintenance of HT switch gears with their accessories as per recommendations of the manufacturers.

16. Operation & maintenance of Automatic Power Factor Correction (APFC) Panel

- Regular cleaning/dusting of APFC panel.
- Recording of power factor reading regularly. If the power factor falls below 0.9, brought to the notice of the administration immediately **and shall be replaced of the same make with the consent of MPSEDC.**
- Checking of the earth resistance value & insulation resistance of cables once in two months.
- Regular checking of earth connections continuity.
- Regular checking & tightening of all terminal connections of the MCB's/contactors, Relays etc. on monthly basis in winters & on fortnightly basis in summers.
- Replacing the defective material if required immediately under notice to MPSEDC.
- Servicing of APFC panel as & when required but at least once in each calendar year.

17. Operation & Maintenance of Main LT panel, emergency panel in Substation & other Auxiliary LT panels in entire building including external lighting in the open area.

- Regular cleaning/dusting of all panels.
- Regular checking of earth connections continuity.
- Regular checking of & tightening of all terminal connections of the three phase Incoming MCB's/MCCB's/ACB's, three phase Outgoing MCCB's/ACB's/SFU's, Contactors, Isolators, Relays etc. on monthly basis in winters & on fortnightly basis in summers.
- Regular checking & tightening of all terminal connections of cables on monthly basis in winters & on fortnightly basis in summers.

- The neutral connections are vital & need constant tightening on monthly basis in winters & on fortnightly basis in summers.
- Ensuring proper size of cable glands & cable lugs for all connections. Prepare a list of all exiting connections without proper cable glands/cable lugs if any.
- Replacing the defective material if required immediately under notice to MPSEDC Ltd.
- Maintaining a record of tightening in the register & put up the same to the Administrator for verification.
- Inspection, Operation & maintenance of Main LT Panel, auxiliary panels & emergency panel, with their accessories, as per recommendations of the manufacturers.

18. Operation & Operational maintenance of 320KVA DG set.

- Regular cleaning/ dusting of DG set from inside & outside. Keeping the DG set area properly clean. The contractor is not allowed to handle the engine for maintenance purposes, but shall clean & brush the canopy & other parts externally only.
- It will be the duty of the staff of the contractor to operate DG set immediately after the electric supply is disrupted.
- Ensuring that all the changeovers are immediately put to DG set/UPPCL mode as per the need/requirements.
- Regular checking of DG set batteries, water coolant level, oil level etc.
- Regular checking of earth connections continuity.
- The neutral connections are vital & need constant tightening monthly basis in winters & on fortnightly basis in summers.
- Maintaining Log book of the DG set with all the required data on daily basis & put up the same before administration department on daily basis.
- If any of the desired parameters for smooth running are needed, the same shall be brought to the notice of the Administration in writing for immediate action. If any failure/defect in the DG set occurred due to Non-compliance of the precautionary measures/not bringing the same into notice of MPSEDC, the contractor's lapse shall attract financial penalties.
- All expenses in respect of fuel, spares, Lubricants, servicing & other material shall be borne by MPSEDC Ltd.
- Providing necessary assistance in case of regular servicing if needed.
- Regular checking & tightening of all terminal connections of the cables in the DG set changeover panel & changeovers on monthly basis in winters & on fortnightly basis in summers.
- Replacing the defective material in DG set Panel & changeovers of Original Equipment Manufacturer (OEM) or equivalent if required immediately under notice to MPSEDC.
- Maintaining a record of tightening in the register & put up the same to the Administrator for verification.

19. Operation & maintenance of Various Distribution boards (Inclusive of all TPN Three phase Neutral & SPN single phase neutral) installed in entire Building & Campus

- Regular cleaning/dusting of distribution boards.
- Regular checking of earth connections continuity.
- Regular checking of & tightening of all terminal connections of the three phase Incoming MCB's/MCCB's & single phase Outgoing MCB's, Contactors,

Isolators, and Relays etc. on monthly basis in winters & on fortnightly basis in summers.

- The neutral connections are vital & need constant tightening on monthly basis in winters & on fortnightly basis in summers.
- Regular checking of & tightening of all terminal connections of cables on monthly basis in winters & on fortnightly basis in summers.
- Replacing the defective material if required immediately under notice to MPSEDC.
- Maintaining a record of tightening in the register & put up the same to the personnel & administrator for verification.

20. Operation & Maintenance of water supply system/Pump Station

- Regular cleaning/ dusting of water supply pump station
- Regular checking of water supply pumps, motors, Pump station panel, Water line etc.
- Regular checking of & tightening of all terminal connections of equipment/ cables on monthly basis in winters & on fortnightly basis in summers.
- The neutral connections are vital & need constant tightening monthly basis in winters & on fortnightly basis in summers.
- The contractor shall ensure smooth & uninterrupted water supply round the clock in the entire Building & Campus.
- Regular checking & tightening of all terminal connections of starters.
- Replacing the defective material if required immediately under notice to MPSEDC. The cost shall be borne by the contractor.

21. Operation & maintenance of External Electrification system

- Regular cleaning of boundary lights, road side, gate, Post top lights and painting thereof as per requirement (at least once in each calendar year).
- Switching ON/ OFF the external (Pathway & boundary) lights in the entire Building & Campus on daily basis and also as and when required.
- Regular checking of & tightening of all terminal connections on monthly basis in winters & on fortnightly basis in summers.
- Replacing all the defective materials including glass covers, diffusers etc if required immediately under notice to MPSEDC.

22. Operation & maintenance of existing earthing system.

- The contractor shall maintain a record of all existing earthing detailing numbers of existing earthing at different locations in the Building & Campus.
- Regular checking of earth connections continuity.
- Regular checking & tightening of all earthing connections.
- Filling up of water in all the earthing pits once in a fortnight in summers & once in two months in winter.
- Replacing the defective material if required immediately under notice to MPSEDC.
- Maintaining a record of tightening in the register & put up the same to the Administrator for verification.
-

23. Operating & Maintenance of Data Cabling, Sound System and Public Addressing System.

- Regular checking of Sound System and Public Addressing Systems.

- A register/ log book to this effect shall be maintained by the contractor which will be checked by Building & Campus supervisor on weekly basis.
 - Check regularly condition of wiring, & connections for tightness.
 - Repairing of the faulty cabling.
24. In addition to above, the contractor shall also be responsible for the following in the entire Building & Campus covering including external lighting in the open area.
- Round the clock smooth operation of all the Lighting Fixtures, ACs, Ater Coolers/Purifiers, PA System, Access Control System, ventilation exhaust fans & other electrical fittings & accessories installed in the Building & Campus buildings.
 - Regular checking for overheating/abnormalities of all connections, cables, terminals & connectors.
 - Regular checking for overheating/abnormalities of various circuit breakers, Relays, Starters, Panels, Resistance type starters & Speed regulators used in Motors/fan etc. Carbon brushes in commuting motors.
 - Regular cleaning & upkeep of lights in Building & Campus such as cleaning of tube light fittings, fans, switches, Electrical cable racks/ducts/shafts, Db's etc.
 - Check regularly condition of wiring, earthing & connections for tightness.
 - Checking & cleaning the contacts/connections on individual light/power point switches etc.
 - Tightening neutral & phase connection in the AC metal-clad box all Split/window/ Tower Ac's installed in the Building & Campus.
 - Repairing of the faulty circuits.
 - Switching ON/OFF all the internal & external (Pathway & boundary) lights in the entire Building & Campus, AC's and other services i.e. LT panels, capacitors and changeovers etc. on daily basis & as & when required.
 - A register/ log book to this effect shall be maintained by the contractor which will be checked by Building & Campus supervisor on weekly basis.
26. The contractor shall maintain a fault register. If adequate preventing maintenance is carried out regularly, there is very little possibility of burning/damaging the installed MCCB's, MCB's, Isolators, SFU's etc. The contractor shall have to justify & give adequate reason for any such fault/replacements. The same shall be entered in the register.
27. The contractor shall maintain the lawn/yard around the electric sub- station for clean & orderly look & restrict entry in and around sub station.
28. The contractor shall ensure to lodge complaint with MPMKVVCL immediately after interruption in power supply and shall pursue the matter with MPMKVVCL till the resumption of supply.

Schedule -B

1. Specific Terms - Maintenance of staff and tools needed For Electrical and Gen Set Maintenance Contract

2. Minimum staff strength to be maintained by of the Contractors:

The following minimum staff will have to be arranged by the Contractor for Electrical and DG Set Operation and Maintenance (on regular basis) besides additional contingent staff, whenever required:

S.No.	Description	No. of persons
1	Supervisor, with adequate experience to ensure the human resources employed by the contractor work to their full efficiency. (Diploma in Elect. Engg. /Electrical supervising license holder, issued by local authority/ Govt. of India/Central water and power commissioning in this trade)	01 (One)
2	Electrician with at least 5 yrs. of working experience on HT/LT systems	03 (Three)
3	Skilled helpers with an experience of 3 yrs. on HT / LT systems. (Skilled minimum matriculate)	01

3. Tools to be provided by the Contractor for smooth handling of the contract are as under:-

- a) Cable fault locator (HT/LT)
(This equipment may not be the property of the contractor, but it would be the duty of the contractor to ensure that the equipment is made available within 24/48 hours of breakdown.)
- b) Crimping tools for connecting cable, Meggar (1000 volts), Multi-meter, Tongue tester, Tongue tester(s) should be adequate to handle currents of upto 1000 amperes & should be able to grip wires/cables of upto 300 sq. mm. dia.
- c) Chain pulling block with tripod stand, wire rope, jute rope, wrench set, pliers and screw driver sets.
- d) Two Torches (heavy duty type) for operating during the night

Schedule – C

General Terms and Conditions for the 33KVA Sub Station Electric and DG Set Operation and Maintenance Work.

1. Damage to the articles in the premises:

The Contractor shall be responsible for any damage to the Safe Fixtures Furniture and other installations under their possession in the Building & Campus or the substation in normal course or during the course of any work under progress which in the opinion of MPSEDC is due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent. Contractor shall be liable to pay to MPSEDC such amount in respect of such damage as may be assessed by MPSEDC Ltd or any officer/staff authorized in this behalf.

2. Electricity Consumption:

The charges of electricity consumed for lights, fans and other electrical appliances for executing the Electrical and DG Set Operation and Maintenance Work will be borne by MPSEDC Ltd.

3. Personal Supervision:

It will be Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed by the contractor and their staff.

4. Complaints and Improvements:

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory services of **Electrical and DG Set Operation and Maintenance Work** of State IT Center.

5. Settlement of Accounts:

Tax deduction at source will be done as per the Govt. rules. The amount equivalent to any damages / loss etc. caused to MPSEDC Ltd by the workmen employees of the Contractor or any other charges (penalties and other deduction etc.) will be recovered by MPSEDC Ltd or as decided by MPSEDC Ltd.

6. Summary Termination of the Contract:

In the event of instances of gross misbehavior, theft, burglary, moral turpitude, misuse of the substation area etc. by the Contractor or by any staff of the Contractor or agent of the Contractor, MPSEDC Ltd may forthwith terminate this Contract summarily without any notice to Contractor and Contractor shall have no claim whatsoever against MPSEDC Ltd or any of its Officers in consequence of such termination.

- 7.** MPSEDC Ltd shall have the right to withhold/deduct any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions or fails to perform to the satisfaction of MPSEDC and the quality of performance of contract with regard to electrical and DG set operational maintenance is found unsatisfactory. Besides, MPSEDC shall also have the right to terminate this agreement as per the conditions given below:
 - a.** The agreement shall be terminated without notice on gross violation or by efflux of time. It may be terminated on account of un-satisfactory services by one months notice at the option of MPSEDC. The contractor shall also have the option to terminate the agreement after giving one months notice to MPSEDC.
 - b.** On termination of contract by MPSEDC for any reason whatsoever, MPSEDC shall be entitled to engage the services of any other person, agency or contractor to meet the requirements without prejudice to its rights including claim for damages against the contractor.

8. Contractor to vacate the site on Termination/Expiry:

Immediately on the termination or expiry of this contract, the Contractor and its employees and agents shall peacefully vacate the premises and handover to MPSEDC Ltd all articles, equipment, furniture and fixtures belonging to MPSEDC Ltd and entrusted in its custody and shall remove all its stores and effects. In case of default, MPSEDC Ltd shall be entitled to enter into the same or remove the stores or the effects wherever lying of the Contractor and to dispose of the same by sale or otherwise without being liable for any damage.

9. Failure to Exercise MPSEDC Ltd rights:

Any omission on the part of MPSEDC Ltd at any time to exercise any of its rights under the terms of the Electrical and DG Set Operation and Maintenance Work shall in no way impair or affect the validity of the terms and the rights of MPSEDC Ltd to enforce its rights at any time subsequent.

10. Tenancy Rights:

Nothing herein contained shall be construed to create any tenancy in Contractor's favor of the premises and MPSEDC Ltd may of its mere motion effect the termination of this Electrical and DG Set Operation and Maintenance work and re-enter and retake and absolutely retain possession of the substation area.

11. Licenses and Registrations:

- (i) The Contractor should obtain the requisite license under Contract Labor Act (Regulation and Abolition Act, 1970) and amended from time to time issued by the concerned Labor Department for running the establishment.

- (ii) The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labor/Government of India(ministry of Labor) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act,1950 and amended from time to time, Payment of Wages Act,1935 and amended from time to time, Provident Fund Act, ESI Act and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the MPSEDC Ltd. against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.

- (iii) The Contractor shall comply with all requirements of law with regard to the provision of labor and ensure that an appropriate license from the Authorities is obtained. It shall be the responsibility of the Contractor for furnishing necessary Statutory information/documents in proof of the above whenever called for by MPSEDC Ltd.

- (iv) The Contractor should take all precautionary measures to ensure the safety of the workmen employed by it and MPSEDC will not be responsible in case of any eventuality.

- (v) The contractor shall keep MPSEDC indemnified against all the claims and liabilities, if any, mentioned in clauses (i), (ii), (iii) and (iv) as aforesaid.

- (vi) The contractor shall keep all its assets & workmen/employees properly insured and in case of any mishap MPSEDC Ltd shall not be liable/responsible for any damages payable on these account.

12. Contract period.

The contract shall be awarded only for a period of **24 months from the date of execution of the contract** and may be extended for another 24 months after a review of contractors performance during this period of contract, on the same terms and conditions on mutually agreed rates. Expiry of the tenure of the agreement or on the termination of the contract for any reason whatsoever as per the terms and the conditions the contractor shall deliver the articles of other equipments or any other property of MPSEDC in his/its possession.

13. Penalty Clause

It will be the responsibility of the contractor to maintain the sub station and all its equipment installed inside along with DG Set in good running condition. It will also be his responsibility to advise and remind MPSEDC for all the periodic servicing, overhauling and other maintenance related jobs including need/change of spares if required at any stage so that any mishappening does not occur there. The contractor will be responsible for any such losses which will be proved that those were cause due to the negligence or carelessness of the contractor or its employees or non servicing of the machines due to not reminding by the contractor well in advance and the sum of damage/losses so incurred for its repairing and maintenance by MPSEDC may be recovered from the contractor. Decision of MPSEDC will be acceptable and final in this regard. In order to keep a check on the quality of the service if any services provided by the contractor are found unsatisfactory or not as per the terms of the contract, MPSEDC would impose financial penalty of minimum Rs. 1000/- for each instance of deficiency (which may be increased in multiples of Rs. 1000/- depending upon the gravity of the loss/complaint.) and make suitable deductions from the contractor's bill for which MPSEDC's decision will be final and binding on the contractor.

14. Miscellaneous:

- (i) The Contractor shall not be allowed to carry away any material/item out of the Building & Campus without the prior permission of MPSEDC. The Contractor shall co-operate with the other Contractors working in the Building & Campus.
- (ii) The disposal of scrap/cartoons of electrical materials related to work in the substation or any area inside the Building & Campus will not be dumped or

left unattended anywhere in the Building & Campus and will be disposed off outside the Building & Campus properly on same day basis without fail.

- (iii) For the purpose of conducting this Electrical and DG Set Operation and Maintenance Work the staff deployed shall be of good health and character. They should also possess quality of pleasant behavior, obedience and should be Non-Smoker/Non-Gutkha /Pan Chewer. They should be conversant with Hindi and colloquial English. The contractor will exercise due diligence and care with respect to the identity and past record of such employees including Police verification and shall furnish records resorted to by him to MPSEDC as and when desired by the later.
- (iv) The Contractor must ensure that his entire staff observe cleanliness and are properly dressed in clean uniform with prescribed identity cards during service hours. The Contractor shall incur the cost of uniform and I-Card to his employees.
- (v) The Contractor should take all precautionary measure to ensure the safety of his workmen and MPSEDC shall not be responsible in case of any eventuality. The insurance indemnification of his workman against any eventualities shall be primary and sole responsibility of the contractor.
- (vi) MPSEDC reserves the right to reject any particular workman/staff employed by the Contractor under contract with it without assigning any reason thereof. Such staff will have to leave the Building & Campus at short notice and will be replaced by the suitable substitute.
- (vii) The Contractor shall furnish a detailed list of his employees along with their addresses, photo identity to the designated officer of MPSEDC.
- (viii) Any change in staff of the Contractor must be informed to the administration of MPSEDC.
- (ix) The workmen/staff engaged by the Contractor shall not have any right/claim over the facilities enjoyed by MPSEDC Ltd employees, participants etc.
- (x) The entire workforce to be provided by the contracting firm/contractor shall be on the pay roll of the contracting firm/contractor and they will not be treated as staff of MPSEDC for any purpose. Their Wages, EPF, as per rules of the Government shall be the sole responsibility of the contractor.
- (xi) The Contractor will undertake to render the specialized first class services to MPSEDC as per the requirement and satisfaction of MPSEDC from time to time. The existing services to be rendered and covered under this agreement have been set out in the scope of work at Schedule "A",

specific terms and conditions at Schedule "B" and general terms and conditions at Schedule "C".

- (xii) In consideration of the aforesaid services rendered/to be rendered by the Contractor, the contractor shall be entitled to payments on monthly basis which will inclusive of all tax and service tax at the existing rate, on completion of the respective month.
- (xiii) The contractor and his employees shall devote their full attention to the work of electrical maintenance of MPSEDC and proper round the clock operation of MPSEDC's DG set and shall discharge his obligations as mentioned in the agreement most diligently and honestly.
- (xiv) The contractor and all his employees shall at all time during the continuance of the agreement obey and observe all directions and instructions which may be given by MPSEDC concerning in respect of Electrical and DG Set Operation and Maintenance Work.
- (xv) In case the contractor or any of his employees fail to fulfill their obligations for any day or any number of days to the satisfaction of MPSEDC for any reason whatsoever he shall be liable for imposition of financial penalty without prejudice to its other rights and shall be entitled to deduct such damages from the money if any payable to him.
- (xvi) In case the contractor assigns or sub-contracts this contract without written approval of MPSEDC or attempts to do so, MPSEDC shall have the right to terminate the agreement without giving any notice to the bidder.
- (xvii) The Designated Officer of MPSEDC shall be the sole authority to judge and decide on the quality of the services rendered by the contractor. All questions relating to the performance of the obligations under the agreement and all the disputes and differences which shall arise either during or after the agreement period or matters, arising out of or relating to the agreement or payments to be made in pursuance there shall be decided by MPSEDC. The contractor hereby agrees to be bound by the decisions of MPSEDC.
- (xviii) The Contractor will be required to deposit a security deposit of Rs. 1,00,000/- (Rs One lack only) in the form of Performance Bank Guarantee of a Nationalized bank in favor of MPSEDC which shall continue with MPSEDC in lieu of performance guarantee till the expiry of the agreement.. The EMD submitted by the contractor in the Technical Bid would be returned by MPSEDC after deposit of said bank guarantee by the contractor. The security deposit would be appropriated towards loss or damages caused by the contractor or the amount of value of shortage or breakage in the items entrusted to the contractor or items under care taking with the bidder or any other liability of the contractor. No interest shall be payable by MPSEDC on EMD.

- (xix) The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc, relating to this agreement.
- (xx) Notwithstanding anything contained herein before, it is agreed that MPSEDC shall have the right to alter, modify and or add such other terms and conditions considered necessary and the contractor in such case shall abide by the same.
- (xxi) The contractor shall be responsible for general cleanliness, hygiene of the portion occupied by them in the substation and also furniture and fixture therein.

- (xxii) The contractor shall maintain highest standard and quality in the services. MPSEDC shall also have the right to insist on getting any service of maintenance, which has already been performed if the same was not carried out to the satisfaction of MPSEDC.

TENDER FOR

AMC OF 33KVA SUB STATION, ELECTRICAL, DG SET OPERATION & MAINTENANCE WORK AT STATE IT CENTRE , 47 A, ARERA HILLS, BHOPAL

Eligibility & Technical Bid

(Attested copies of Documents required to be submitted for establishing Bidders Eligibility and Qualifications.

S. No.	Description	Details (To be filled by the bidder and submission of relevant documents)
01	EMD Details	
02	Name of the Bidder	
03	Name of Chief Executive Officer and Telephone No.	
03	Bhopal (Regional) official address	
04	Phone No. and Fax No.	
05	Corporate Headquarters Address	
06	Phone No. and Fax No.	
07	Web Site Address	
08	Details of Company's Registration (Please enclose copy of the company registration document)	
09	Name of Registration Authority	
10	Registration Number and Year of Registration	
11	GST registration No.	
12	Permanent Account Number (PAN)	
13	EPF Registration No	
14	ESI Registration No	
15	Yearly Turnover of the Last 3 years 2014-2015 2015-2016 2016-2017 Average turnover (CA certificate of turnover &	

	balance sheet to be attached)	
16	Name & address of the Banker	
17	List of Major Clients and the size of orders for same nature of work	
18	The bidders must be a company or firm incorporated and registered in India(Attach Certificate of Incorporation along with MOA and AOA.)	Certificate of Incorporation along with MOA and AOA.
19	<p>The bidder should be an 'A' Class Electrical Contractor having Executed one order of Installation of 2 x1500KVA or 33/0.433 KV Sub Station, Internal & External Electrification, DG Set maintenance in last 3 yrs</p> <p>-Certificate of A"Class Electrical Contractor to be attached .</p> <p>- Satisfactory completion from the authorized representatives of the client along with the work order to be submitted of 2 x1500KVA or 33/0.433 KV Sub Station, Internal & External Electrification, DG Set maintenance</p>	
20	The Bidder must have a registration with Labour Registration, provident fund, ESIC, and must have PAN Number, GST Number (Attach copy of Labour registration, provident fund, ESIC, PAN Number, GST Number registration.).	
21	<p>Registered office or one of the branch office of the Bidder must be located in Bhopal (Bhopal address to be furnished).</p> <p>If the vendor does not have an office in Bhopal M.P. he should establish the same within three months of</p>	

	receiving work order . (Copy of registration office in Bhopal or submit a declaration that they will establish a office in Bhopal within 3 months of work order if successful bidder)	
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Note: Separate sheets may be attached wherever necessary

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorised Signatory	Secondary Contact
Name		
Title		
Company Address		
Phone		
Mobile		
Fax		
E-mail		

It is hereby confirmed that I/We are entitled to act on behalf of our company and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Faithfully

[Authorized Signatory]

[Designation]

[Place]

[Date and Time]

[Seal & Sign]

[Business Address]

Financial Bid

TENDER FOR AMC OF 33KVA SUB STATION, ELECTRICAL, DG SET OPERATION & MAINTENANCE WORK AT STATE IT CENTRE , 47 A, ARERA HILLS, BHOPAL

SI No	Description	Basic Rates Per Month	GST	Total Amount Per Month
01	Electrical Installation, Sub Station 33KVA and DG Set Operation & Maintenance Work as per details given in the tender document.			

Note :

- **24 months from the date of execution of the contract** and may be extended for another 24 months after a review of contractors performance during this period of contract, on the same terms and conditions on mutually agreed rates.
- Rates quoted shall also include supply & installation/replacement of Electrical fixtures (bulb,tube,CFL,LED etc), Fan switches, MCB's electrical chokes, wires etc

Signature of the Bidder/Contractor

Date -----