

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) FOR
11KV/430V SUBSTATION AT AIIA New Delhi)**



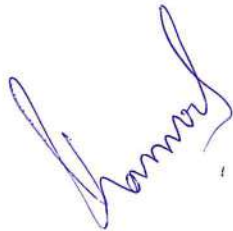
All India Institute of Ayurveda - New Delhi,
Gautampuri, Sarita Vihar, Mathura Road,
New Delh - 110076
Phone No:01129948658

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STATEMENT RELATED TO BIDS

Estimated Cost of the Tender	Rs.12,00,000.00
EMD	Rs. 24,000/- by way of DD from any Nationalized bank drawn in favor of the Director AIIA-New Delhi, Payable at Delhi.
Bid Validity Period	90 days from the date of opening of financial bid
EMD Validity Period	90 days from the date of opening of financial bid
Contract Agreement	One years from the date of giving work order
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	3 of contract value as approved by competent authority
Performance Guarantee Validity Period	14 months from the date of commencement of services
Period for signing the order of acceptance	Within 14 days from date of receipt of LOA
Prebid Meeting	14.06.2022 at 03:00 PM ,Conference Hall AIIA ,New Delhi
Tender Submission start Date	07.06.2022 at 03:00 PM
Tender Submission End Date	27.06.2020 PM 03:00 PM
Tender Opening Date	27.06.2022 03:30 PM



30/21/218

Tender Notice:



**AIIA New Delhi, Gautampuri,
Sarita Vihar, Mathura Road**

File No. J-11/32/2022-AIIA/913

DATE: 06/6/22

**Box Tenders/Open Tenders are hereby invited from reputed registered Firms/
/Agencies/Contractors/Suppliers for providing the following services at AIIA-New Delhi, Gautampuri,
Sarita Vihar.**

**“Tender for Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation at
AIIA New Delhi, Gautampuri, Sarita Vihar, Mathura Road”.**

Tender Schedules can be downloaded from AIIA-New Delhi website from 06.06.2022 onwards. Bidders need to submit hard copy with relevant documents self-attested by Authorized person of Company

The last date for submission of tenders is 27.06.2022 up to 03:00 PM

For further details regarding Tender notification & specifications, please visit www.aiia.gov.in.

**AIIA New Delhi,
Gautampuri, Sarita
Vihar, Mathura Road.**

CLARIFICATIONS

Queries, if any, can be made through e-mail only to director@aiia.gov.in on or before **14.06.2022 till 03:00 PM**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on AIIA New Delhi website (www.aiia.gov.in). The Bidders are advised to check AIIA-New Delhi website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.


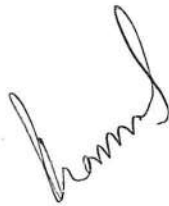
The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.

Director

AIIA-New Delhi

For any clarification and further details on the above tender, please contact. Office

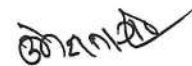
Phone Number: 011-29948658



STATEMENT RELATED TO BIDS

Estimated Cost of the Tender	Rs.12,00,000.00
EMD	Rs. 24,000/- by way of DD from any Nationalized bank drawn in favor of the Director AIIA-New Delhi, Payable at Delhi.
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Tender Submission End Date	26.06.2020 PM 03:00 PM
Tender Opening Date	26.06.2022 03:30 PM





SCOPE OF WORK

1. TRANSFORMERS

- a. Dehydration and filtration of transformer oil contained in 11 KV Distribution Transformer installed at your premises to bring the dielectric strength of oil upto 60KV Non-Break after dehydration.
- b. RTCC Relay AVR-102 Change, RTCC Relay fitting & Silica gel and Breather Change.
- c. Oil servicing and greasing on mechanical parts & Transformer oil Change.
- d. Record the load currents, voltage & setting of Tap for voltage regulation.
- e. Check for any unusual noise, Check for damages & Ensuring proper incomer lock out.
- f. Checking any loose connections of the terminations of HV & LV side.
- g. Carrying out the cleanliness of Transformer & Checking Transformer for sign of overheating if any.
- h. Inspection of bushings for overheating and cracks.
- i. Inspection the condition of earthing & Inspection of explosion vent, relays, alarm, circuit if any.
- j. Carrying out the tightness of HV & LV terminations & Insulation Resistance Test.
- k. Magnetic core balancing test, Checking of magnetizing current value & Vector group test.
- l. Transformer ratio test & Check the condition of CT's & PT's cleanliness and tightness of its connections.
- m. Carry out post maintenance insulations resistance test with 5 kV Megger.
- n. Check for electrical operation by tripping through protection relay in test position.
- o. Operational Check for ON/OFF & Trip on Insertion in Service position.
- p. Any spare part needs to be change shall be provided by vender.
- q. Other Necessary service as per standard.

2. HT LT PANEL

- a. HT VCB 800 Amp Servicing including cleaning the Dust & Carbon with CRC & Removing old grease & Applying Grease on mechanical parts.
- b. Relay Testing and calibration.
- c. All type ACB Servicing including cleaning the Dust & Carbon With CRC & Removing old grease & Applying Fresh Grease on mechanical parts and job contact
- d. Manual operation of circuit breaker & Electrical operation of circuit breaker.
- e. Functionality of indication lamps, push buttons, Meter & Protection Releases.
- f. Carry out Premaintenance insulation Resistance test with 500V Megger.
- g. Racking out of Circuit Breaker & Visual inspection for any damages.
- h. Check for freeness of rack-in and rack out mechanism and observe for wear and tear.
- i. cleaning mechanism and current carrying components, insulating components with cleaning agent & dry cloth.
- j. Inspect of signs of overheating on current carrying & Insulating components (contact jaws, cradle terminals & terminal support or any physical damage).
- k. Inspect for loose, broken, worn or missing parts & Ensure that all hardware is properly secured.
- l. Lubrication of all mobile joints & Tightness check of all points of circuit breaker.
- m. Ensure that operating mechanism function properly, Check condition of power and arcing contacts & Check for any physical damage on arc chute.
- n. Carry out insulation resistance test with 500 V Megger post maintenance and record the value
- o. Check electrical & manual ON-OFF operation of breaker.
- p. Test the breaker with Primary / Secondary Kit or secondary injection test kit provided by OEM.
- q. Any spare part needs to be change shall be provided by vender.
- r. Other Necessary service as per standard
- s. Spare parts will be changed by contractor if required .

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LIST OF INVENTORIES

The details of the equipment mentioned above are indicative only and the capacity and rating may change during execution of the works.

Sr. No.	Description of Items
1.	Indoor type, 630 A 350 MVA high voltage 11 KV Vaccum circuit breaker (VCB) with One Incoming-outgoing, One no TRIVECTOR METERS. The panel shall be indoor floor mounting free standing dust and vermin proof confirming to IS 3427 & IS 13118 with all necessary measuring equipments and accessories complete as per specifications. As mentioned below: 1 INCOMER-250A & 1 OUTGOING-100A
2.	Indoor type, 630 A 350 MVA high voltage 11KV Vaccum circuit breaker with Two incoming/Three outgoing and One buscoupler, Two no TRIVECTOR METERS. The panel shall be indoor floor mounting free standing dust and vermin proof confirming to IS 3427 & IS 13118 with all necessary measuring equipments and accessories complete: - 1 INCOMER-250A, 3 OUTGOING-100A & 1 BUSCOUPLER-250A
3.	Outdoor type, 2000 KVA 11KV/430 V, 3 phase 50 HZ Delta/Star, Oil type copper wound, low losses type, outdoor Transformer with OLTCC+RTCC+AVR confirming to IS-2026 complete with all standard accessories & equipments etc. complete as per specifications. (1+1 standby): - Make- Kirlosker, Current Rating – 2666, Type-CM16, Motor-352.7 v 456.5 v 50HZ & Service Vol. – 11KV
4.	Indoor type cubicle pattern L T Switch-Board with a short circuit withstand capacity of 50 KV at 415 V for 1 sec or as called for in individual items, openable in front and back suitable for 3 phase, 4 with, 50Hz AC supply at an ambient temperature of 45 C. The cubicle should be weather proof, dust proof vermin proof, well ventilated and enclosure protection shall be IP-54 as per IS 2147-1962. Or as per CPWD specifications, (Part IV Sub-station and IS: 8623. The cubicle should be front operated: - INCOMER-I-3200A & INCOMER-II-3200A
5.	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 ststrip aluminium bus bar as per CP WE specification, (Part – IV – Sub-station) and IS: 8623 comprising of following panel mounting switchgears etc. as required., (ESSENTIAL PANEL): - 1 MAINS INCOMER-1250A & DG INCOMER-800A
6.	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 ststrip aluminium bus bar as per CP WD specifications, (Part IV – Sub-station) and IS: 8623 comprising of followings panel mounting switchgears etc. as required., (UPS PANEL): - INCOMER-630A
7.	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 ststrip aluminium bus bar as per CPWD specifications, (Part IV – Sub-station and IS: 8623 comprising of followings panel mounting switchgears etc. as required.,(Emergency panel- hospital block):- AC Emergency Panel-1000A & INCOMER-1000A
8.	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 ststrip aluminium bus bar as per CPWD specification, (Part IV – Sub-station) and IS: 8623 comprising of followings panel mounting switchgears etc. as required., (utility panel): - INCOMER-320A
9.	590 KVAr Automatic Power Factor correction panel with microprocessor based intelligent type relay, indoor type dust and vermin proof hinged and lockable doors at back side made out of 14 SWG CRCA MSs Sheet including painting and complete with interconnections, Top entry, cable glands, removable gland plate, plugs, bonding to earth: - INCOMER-800A

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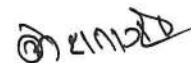
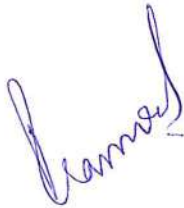
ELIGIBILITY CRITERIA:

1. Bidder must be a firm/ Proprietor/ company/ Bidder that should be CPWD class- V /APEPDCL /APCPDCL/APSPDCL Class-III, Grade-A electrical contractor license issued by the electrical inspector-voltage level 33kv/11kv and have Grade-A electrical contractor license issued by competent authority of Electricity Board registered on or before 31.05.2022
2. Bidder must have ESI* registration with competent authority as on 31.05.2022
3. Bidder must have PAN Card on the name of firm/ proprietor/Company as claimed against Clause 1.
4. The bidder should have ISO Certification as on 31/05/2022.
(Enclose self-attested copies of all of the above certificates)
5. The bidder shall have completed 36 months of experience (with or without overlay) in Substation Maintenance works of on or before 31/05/2022.
6. The tenderers should have successfully completed the following work in any organization last 3 years on or before 31/05/2022.and one in which applications are invited should be either of the following: -
 - Three 33KV or 11KV Substation maintenance works costing not less than the amount equal to 30% of Estimated Cost
OR
 - Two 33KV or 11KV Substation maintenance works costing not less than the amount equal to 40% of Estimated Cost
OR
 - One 33KV or 11KV Substation maintenance work costing not less than the amount equal to 80% of Estimated Cost

The following documents must be submitted in supporting the experience claimed.

1. Should submit relevant work order(s) and satisfactory certificates.
2. The Average annual financial turnover during the last 3 years ending 30st April 2022 should not be less than 25 Lakhs and the same has to be certified with Chartered Accountant along with UDIN number. Without UDIN number the document is treated as Invalid.
3. Should submit income tax returns of the assessment years 2019- 2020, 2020- 2021, 2021-2022 along with financial statements, Profit and Loss Account, Balance sheets, Form26AS of financial years 19-20, 20-21, 21-22.
4. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder's signature and seal.

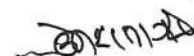
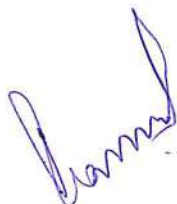
Name and Signature of bidder with seal



EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **26.06.2022 at 03.30 PM** in administrative section, **AIIA New Delhi**.
2. A Committee duly constituted by the Competent Authority would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose financial bid is the lowest price bid among all the quoted bids. The decision of the Director, AIIA New Delhi, is final in this regard.
7. The Bidder should quote the price in the financial bid in figures as well as in words.
8. The validity of the bids shall be for a minimum period of 90 days.
9. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
10. The tender is not transferable under any circumstances.
11. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
12. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
13. The Institute reserves the right to cancel the tender process at any stage without assigning any reason.
14. For further details, please contact the AIIA New Delhi Administration on 011-29948658

Signature of the Bidder with stamp



PART-A (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

S No.	Particulars	Details
1	Bidder's name	
2	Registered Office and address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.	
6	Details of ownership (Name and Address of the Board of Director, Partners etc.)	
7	Name of the authorized signatory who is authorized to sign all the relevant documents (power of attorney, if any to be submitted)	
8	Registration Numbers:	
	Firm Registration No.	
	Service Tax No.	
	GST No.	
	ESI No.	
	Any other registration which is mandatory for such agencies stipulated by Concerned authorities:	
9	Latest ISO certified company	YES/NO
10	PAN Number	
11	Total Annual Turnover for last three years	2019-20: Rs 2020-21: Rs 2021-22: Rs
12	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
13	DD Number, Amount and Date of EMD submitted	
14	Bank Particulars	
	Account name	
	Type of A/C: (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

DECLARATION

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of New Delhi, Delhi since inception of the firm / company.

All the terms and conditions given in the tender draft with

NIT NO.

Date: -


“For Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation at AIIA New Delhi”, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (AIIA New Delhi) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:
Name:
Place:
Company:
Contact No.
Company
Seal:

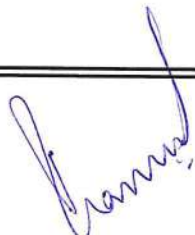
Authorized Signatory

Designation:



21/11/20

Sr. No.	Description of Items	Qty.	Rate	Amount
7.01	Indoor type, 630 A 350 MVA high voltage 11 KV Vaccum circuit breaker with One Incoming-outgoing, One no TRIVECTOR METERS. The panel shall be indoor floor mounting free standing dust and vermin proof confirming to IS 3427 & IS 13118 with all necessary measuring equipments and accessories complete as per specifications. As mentioned below:	2		
7.02	Indoor type, 630 A 350 MVA high voltage 11KV Vaccum circuit breaker with Two incoming/Three outgoing and One buscoupler, Two no TRIVECTOR METERS. The panel shall be indoor floor mounting free standing dust and vermin proof confirming to IS 3427 & IS 13118 with all necessary measuring equipments and accessories complete	1		
7.03	Outdoor type, 2000 KVA 11KV/433 V, 3 phase 50 HZ Delta/Star, Oil type copper wound, low losses type, outdoor Transformer with OLTCC+RTCC+AVR confirming to IS-2026 complete with all standard accessories & equipments etc. complete as per specifications. (1+1 standby)	2		
8.01	Indoor type cubicle pattern L T Switch-Board with a short circuit withstand capacity of 50 KV at 415 V for 1 sec or as called for in individual items, openable in front and back suitable for 3 phase, 4 with, 50Hz AAC supply at an ambient temperature of 45 C. The cubicle should be weather proof, dust proof vermin proof, well ventilated and enclosure protection shall be IP-54 as per IS 2147-1962. Or as per CPWD specifications, (Part IV Sub-station and IS: 8623. The cubicle should be front operated.	1		
8.02	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 strip aluminium bus bar as per CP WE specification, (Part - IV - Sub-station) and IS: 8623 comprising of following panel mounting switchgears etc. as required., (ESSENTIAL PANEL)	1		
8.03	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 strip aluminium bus bar as per CP WD specifications, (Part IV - Sub-station) and IS: 8623 comprising of followings panel mounting switchgears etc. as required., (UPS PANEL)	1		
8.10	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 strip aluminium bus bar as per CP WD specifications, (Part IV - Sub-station and IS: 8623 comprising of followings panel mounting switchgears etc. as required.,(Emergency panel- hospital block)	1		



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8.15	Cubicle type floor/wall mounted L.T. panel made out of 16mm thick CRCA sheet including connection, inter-connection along with 4 strip aluminium bus bar as per CP WD specification, (Part IV – Sub-station) and IS: 8623 comprising of followings panel mounting switchgears etc. as required., (utility panel)	1		
9.01	590 KVAR Automatic Power Factor correction panel with microprocessor based intelligent type relay, indoor type dust and vermin proof hinged and lockable doors at back side made out of 14 SWG CRCA MSs Sheet including painting and complete with interconnections, Top entry, cable glands, removable gland plate, plugs, bonding to earth.	2		
Total Amount				
GST @ 18%				
Grand Total				
In Words(
)				

PART-2. FINANCIAL BID

Annexure-V

NOTE:

- a. TDS & TDS on GST as per applicability shall be deducted from the gross billed amount to be paid to the contractor.
- b. The contract shall be awarded to the bidder whose quoted charge is lowest among all the submitted bidders.
- c. If further tie between firm/Agencies/company the L1 will be finalized by Coin.

Name:

Designation:

Address:

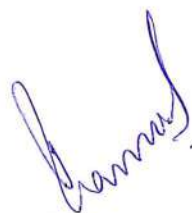
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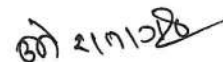
E-mail ID:

Date:

Seal of the Firm:

Signature of the Authorized Signatory





Time Schedule of various tender related events

**(For Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation
at AIIA, New Delhi)**

Bid Document downloading Start date/ Time	07.06.2022 from 03:00 PM
Bid Document downloading End Date / Time	27.06.2022 up at 03:30 PM
Pre-Bid meeting	14.06.2022 at 03:00 PM
Last Date and Time for receipt of Bids	27.06.2022 at 03:00 PM
Technical Bid Opening Date /Time	27.06.2022 at 03:30 PM
Financial Bid Opening Date /Time	Will be intimated later
Contact Person	The Engineer, AIIA New Delhi. Email: director@aiaa.gov.in

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TENDER SCHEDULE

AIIA New Delhi, invites sealed tenders under two bid system i.e. Technical bid and Financial bid from reputed agencies / companies (no brokers, intermediaries or aggregators) for Annual Maintenance contract for 11KV/430V Substation at AIIA at its campus, based on the eligibility criteria and general terms and conditions mentioned in this document.

SCOPE OF WORK:

Subject: Annual Maintenance contract for 11KV/430 V Substation at AIIA

Quarterly Scope

3. Activities carried out during 1st, 2nd, 3rd, & 4th Quarter

- a. Visual inspection of mechanism, current carrying parts and insulating supports.
- b. To measure temperature of Electrical joints with the help of Non-Contact Infrared thermometer.
- c. Submission of following records based of our inspections.
- d. Load at the time of inspection.
- e. Release/ Relay settings.
- f. Check for undue noise and vibration.
- g. Abnormalities in operations.
- h. Evidence of moisture in the switchgear.
- i. In case of any abnormal temperature, we will indicate the probable cause and suggestions.
- j. Servicing of medium voltage switchgear, Transformer, Protector Relays, Low voltage switchboard/Switchgears.
- k. Checking of 11 KV power cable (3-Core) between transformer outgoing and LT panel consisting of various LT feeders, maintenance of earth pits etc.,

4. Medium voltage switchgears (vacuum circuit breaker)

I. Observations prior to shut down:

- a. Manual operation of circuit breaker.
- b. Electric operation of circuit breaker.
- c. Functionally of indicating lamps, push buttons, Meters & Protection relays.
- d. Check the condition of Battery charger and confirm the secondary voltage utilized for indications/protections.

II. Post shutdown activities:

- a. Carry out each discharge.
- b. Racking out of circuit breaker.
- c. Check for freeness of rack-in and rack-out mechanism and observe for wear and tear.
- d. Visual inspections for any damages and overheating signs on Vacuum bottle and breaker insulator and current carrying parts.
- e. Carry out insulation resistance test with 5kV megger during the maintenance and recording the value.
- f. Cleaning thoroughly all moving and fixed components.
- g. Lubricants of all mobile joints.
- h. Tightness check of all joints in Circuit Breaker.
- i. Check for mechanical operations.

5. Protective Relays

Visual and Mechanical Inspection

- a. To inspect relays for physical damage and deterioration.
- b. To inspect gaskets and covers for damage and excessive wear.

6. Electrical Testing

- a. To use an appropriate testing kit for the relay testing.
- b. To conduct electrical testing kit for the relays in accordance with manufacture's recommendation.
- c. To test the following function of the over current relays:
 - Pick up contacts.
 - Timing tests.
 - Instantaneous pick-up test.
 - Sealin units should be tested to ensure that the contacts hold closed with the minimum
 - specified current applied.

7. APFC Panel

I. Observations prior to shut down:

- a. Manual operations of each and every stage.
- b. Recording the current drawn by each stage.
- c. Functionality of Indicating lamps, push buttons, meters & APFC Relay.

II. Post shut down activities:

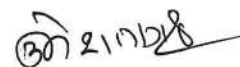
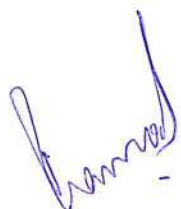
- a. Visual inspection for any damages.
- b. Cleaning all current carrying components & insulating components with cleaning agent & dry cloth. Inspect of signs of overheating on current carrying and insulating components.
- c. Checking the tightness of all hardware's in ACB's Horizontal bus, Vertical bus, Aux feeder bus-bars, Incoming & Outgoing termination with the help of torque wrench.
- d. Ensure that all stages are function properly.
- e. Measurement and recorded of capacitance value.
- f. Carry out insulation resistance test with 500V Megger post maintenance and record the value

8. Power control switch boards:

- a. Visual inspection for any damages.
- b. Cleaning of dust, spider foreign particles etc. of all equipment's which includes horizontal busvertical bus and auxiliary feeder bus bars with cleaning agent.
- c. Checking the tightness of all hardware's in ACB's, horizontal bus, vertical bus aux. feederbus bars, incoming and outgoing terminations with the help of torque wrench.
- d. Ensures ON/OFF/TRIP operation of all feeders.
- e. Carry out insulation resistance test with 500V Megger post maintenance and record the value

9. Break Down Calls / Repairs

- a. Response time of 2-4 Hours even on Holidays.
- b. Analysis of failure of the product.
- c. Observation for overheating or any other abnormalities.
- d. Submission of report with recommendations.
- e. Resolution time varies total isolation of product from source supply and commercial clearance.
 - 2-4 Hrs. for minor fault
 - 24 to 48 Hrs for major faults (depending upon availability of material).

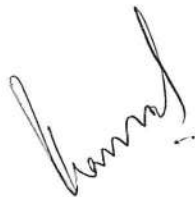
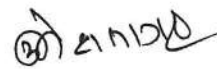


Period of Contract:

The contract shall be initially for a period of **one year**, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable by one more year based on satisfactory performance and as per the norms of Government of India. The Competent Authority may allot the contract in full or a part of such contract to the next firm(s) out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the awarded Bidder or otherwise, if it is deemed fit to do so in the interest of the Institution, in order to ensure effective supply/supervision of these services by more than one Bidder even after the award of contract.

If the Successful Bidder has an existing contract with AIIA New Delhi, for Annual Maintenance contract for 11KV/433V Substation and all other subsidiary Substations, it shall stand automatically terminated and the new contract will commence.

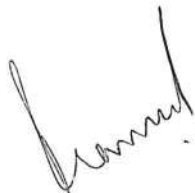
Signature of the Bidder with stamp

A handwritten signature in black ink, appearing to be 'Kamal', written in a cursive style.A handwritten signature in black ink, appearing to be 'Rajendra', written in a cursive style.

METHOD OF SUBMISSION OF BIDS:

2. The bid documents can be downloaded from the Institute website
<https://aiia.gov.in>.
3. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e., (a) Part-I Technical bid, (b) Part-II Financial bid
4. Two separate sealed covers should be specifically super-scribed as (a) **“Technical bid for Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation and all other subsidiary Substations at AIIA New Delhi** and (b) **“Financial bid for Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation at AIIA New Delhi**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
5. The Master envelope should be super-scribed with **“Tender for Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation at AIIA New Delhi”** and shall be addressed to The Tender Box, C/o Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076.
6. **Last date for submission of bid documents is 26.06.2022 up to 03:00 PM**
7. Bids received after the due date and time shall be summarily rejected.
8. Incomplete bids or bids not submitted in prescribed format are liable for rejection.
9. Institute will not be responsible for postal delay.

Name and Signature of bidder with seal



TERMS & CONDITIONS

1. FORCE MAJEURE

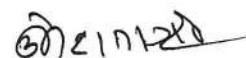
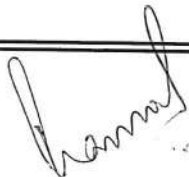
In the event of any failure, interruption or delay in performance of obligations resulting from acts, events or circumstances of force majeure, including but not limited to acts of God, neither party shall be liable or have any responsibility of any kind for any loss or damage incurred or suffered by the other as a result of such failure, interruption or delay.

2. COMMERCIAL

- (a) The contract price should be including all taxes, duties & levies (both central & local), GST, Profit & overheads etc.
- (b) In case any tax deduction is made at source by the user, the corresponding certificate and payment advice should be provided along with the payment or within seven days of payment made.

3. TAXES AND DUTIES

- a. The Contract Price is inclusive of all taxes, duties, cess and statutory levies payable under any law, including but not restricted to Goods and Services Tax (GST), levied by Union and State Governments (CGST, SGST, UTGST, IGST), labour cess, Customs Duty, Royalty, Toll Tax and any other such taxes and duties leviable by local State/Union Government from time to time on all such articles, materials which may be used for this work or otherwise payable.
- b. In case of change in rate of tax or any provision relating levy of tax resulting in increase in burden of tax on the contractor, the contractor shall not be entitled to receive any compensation for such increase in quantum of tax payable by the contractor. Similarly, no recovery shall be made from the contractor on account of decrease of rate of tax or any provision relating to levy of tax.
- c. Contractor must be registered under the Goods and Services Tax (GST) laws and copy of the registration certificate of the same shall be submitted to AIIA.
- d. Apart from registration as mentioned at (c) above, Contractors shall also obtain all other necessary registrations required under any other Local/State/Union Government Statute for the execution of this contract, if any.
- e. Contractor must submit as a compliance of GST Laws. Tax invoice, as per applicable rules and regulations under the GST Act(s), failing which GST amount will be recovered by AIIA without any recourse or prior notice from the next invoices/ Bank Guarantees and/or available dues with AIIA.
- f. The contractor/service provider shall be responsible for issuing of Tax Invoices, filing of statutory return and deposit of statutory taxes within the time limit as prescribed in law. Any Interest/penalty/taxes (non availment of input tax credit due to mismatch in GSTR2) which is required to be paid by AIIA due to the default by the Contractor/service provider to comply with the above mentioned activity/provisions as prescribed in laws, rules and regulations shall be recovered from the Contractor/service provider and adjustment shall be made when mismatch is attended and solved and credit is extended to AIIA.
- g. It is clearly understood that the contractor is fully aware of all GST Laws and his liabilities and responsibilities under the said laws including but not restricted to correct HSN/SAC code, applicable rate of taxes of GST or otherwise on which his liability has to be paid and discharged. AIIA shall have no liability or responsibility for any penalty or proceedings or any other liability



levied or leviable on the contractor because of lower deduction or short deduction or any other such non compliance of the Contractor.

- h. In case any law requires AIIA to pay tax on the contract price on reverse charge basis, the amount of tax deposited by AIIA would be considered as paid to the contractor and accordingly, the price payable to the contractor would stand reduced to that extent.
- i. Tax shall be deducted by AIIA from the amount payable to the contractor as per Income Tax act, GST Laws or any other Law as applicable.
- j. Stamps duty and registration charges, if any, payable on the executed contract document shall be borne by the Contractor.

4. *Arbitration Clause*

Any dispute, controversy or claims arising out of or relating to this Agreement or the breach, termination or invalidity thereof, shall be settled through following mechanism:

Firstly, the aggrieved party shall write a letter to the other party detailing its grievances and calling upon the other party to amicably resolve the dispute by convening a joint meeting. Accordingly, the parties as per their convenience shall jointly convene the said meeting(s), wherein minutes of the said meeting(s) shall be prepared and countersigned by all the parties. It is mandatory to prepare minutes of meeting(s) and to be countersigned by all the parties, irrespective of the outcome of the said meeting(s).

In the event the parties are unable to reach on any settlement in the said meeting(s), then the aggrieved party shall mandatory resort to pre-litigation mediation mechanism with Delhi High Court Mediation Cell, New Delhi.

It is only upon failure of the pre-litigation mediation mechanism with Delhi High Court Mediation Cell, then the aggrieved party shall resort to resolution of disputes through arbitration of a Sole Arbitrator. The appointing authority of Sole Arbitrator is Director, AIIA to which neither of the parties have any objection nor they shall ever object.

Subject to the parties agreeing otherwise, the Arbitration proceedings shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (amended as on date).

The place/seat of arbitration shall be Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made, in Delhi. The arbitral procedure shall be conducted in English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian law. The award of the arbitrator shall be final and conclusive and binding upon the Parties.

The Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India and the Parties submit to sole & exclusive jurisdiction of courts at New Delhi.

5. **Deduction of Income Tax & Labour Cess:** AIIA shall deduct 'Income Tax' & labour cess at source from all the payments to be made to the Bidder in accordance with the provisions of India Income Tax laws. The Bidder shall deposit Labour cess with appropriate authority and should submit the deposit challans/receipt to AIIA.
6. **Liability for E.P.F. Deduction:** The Bidder shall be responsible for deducting contribution towards Employee Provident Fund from its employees and deposit the same along with its contribution to the concerned regional Provident Fund Commissioner under the employees Provident Fund and Misc.

Act. 1952.

7. **Liability of ESI:** It is the responsibility of contractor to make payment towards ESI including employee and employer contributions and copy of the payment challan/authentic document is to be submitted along with the bill showing the name of deployed individual workers failing which @ 2500/- per employee per month will be withhold till compliance of the ESI.
8. **Performance Guarantee:** The Performance Guarantee of 3% to be deposited in form of DD/ Banker's Cheque of contract amount which shall be returned after satisfactory completion of work. No interest will be paid under any circumstances. Performance guarantee shall remain valid upto 90 days after completion of work. On receipt of the performance guarantee in the form of DD/FDR/BG the EMD will be refunded. An amount is to be deposited equivalent to 0.01% per day of the amount of Performance Guarantee for extended / delayed period of submission of Performance Guarantee. In no case the extension will be granted for more than 15 days. In case of non-submission of Performance Guarantee with in stipulated / extended period, it will be presumed that agency is not interested in the work and EMD submitted will be forfeited without any notice.

The contractor agrees that the contractor shall not indulge in any fraudulent activity and in any point of time including after being successful bidder, if any fraudulent act shall have been committed by the contractor then AIIA shall have full rights to forfeit the Performance Guarantee, whatsoever without any notice to the contractor apart from taking action as deemed fit under terms & condition of contract including termination of the awarded work.
9. **Cancellation/Determination of Contract in full or part:** - If the contractor submits non-genuine and invalid or fraudulent / forge documents, Bank Guarantee etc to AIIA, AIIA without prejudice to any other right or remedy which shall have accrued or shall accrue hereafter to AIIA, by notice in writing, cancel the contract as whole or only such items work in default from the contract.
10. Bidder will be responsible to bring to immediately notice of the Engineer-in-Charge any abnormal functioning or faulty operation of any equipment and take timely steps to avoid breakdown/ disruption.
11. Bidder shall be responsible for any damage to the equipment, machinery or system on account of negligence/ fault of the contractor's authorized staff and the same will have to be made good at his risk and cost.

12.PENALTY CLAUSE:

Penalty shall be imposed due to delay in recovering the system to normal working conditions i.e., the system has to be restored to normal working condition within Half a day failing to which, penalty of 1000/- for delay of every 1 hr and maximum up to 10% of the total contract value. if Service Provide fails to restore the station within stipulated time, the institute will arrange the same from open sources and cost incurred on that shall be borne by the Service provider.

13.Indemnity clause: If due to negligence, poor quality of material/service or delay in service, any damage occurred whether to assets or to human life (worker of service provider, staff of AIIA or any other person, the bidder shall be solely liable for the same

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PAYMENT TERMS:

Monthly payment after receiving the work order schedule details certified by the concerned authority.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects. AIIA- New Delhi not their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the AIIA-New Delhi to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

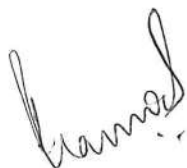
The Director, AIIA-New Delhi reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Director, AIIA-New Delhi reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

JURISDICTION:

The Court of Delhi alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.

Signature of the Bidder with stamp



TOOLS & TACKLES REQUIREMENT

The contractor shall maintain the following tools & tackles in healthy condition through the period of Contract.

S. No.	ITEM
1.	Line tester – 1 No. each for each technician/operator
2.	Test lamps with 2x200W lamps in series - 1 No. each for each technician/operator
3.	Test lamp with 2 nos. spare 60W B/C lamps - 1 no. each for each technician/operator
4.	Drill machine with bits
5.	Power operated hand blower
6.	Insulated combination pliers 150mm, 250mm -1 no. each for technician/operator each
7.	Nose pliers - 1 no. each for each technician/operator
8.	Dry cell torch - 1 no. each for each technician/operator
9.	Ring Spanner for 4 mm – 36 mm
10.	Ring spanner (slugging) 36 mm- 75 mm in between sizes.
11.	DE spanner 4 mm – 36 mm.
12.	DE spanner (slugging) 36 mm- 75 mm in between sizes.
13.	Slide Wrench 8” – 12”
14.	Screw driver 6” – 12”
15.	Nut Driver 4mm – 10 mm
16.	Allen Key set
17.	Megger 500 V(Hand driven) and 1 KV(Hand driven) of reputed make.
18.	Earth Tester
19.	Digital multi meter – 2 Nos. (3.5-digit precision multi meter of Fluke /Yokogawa/ Rishabh make
20.	Clamp on Meter for current measurement- 2 Nos (one micro to 2 A range & one up to 1000A range)
21.	Wire Brush for cleaning, Hacksaw frame and blades.
22.	Hand lamps and lamp sets for temporary lighting.
23.	Earthing rod
24.	Crimping machine/Tools for cables and conductors (upto35 sq.mm. size).
25.	Blow Lamp
26.	Soldering Iron
27.	Power extension Board
28.	Air blower
29.	Hot Air Blower
30.	Industrial Vacuum Cleaner
31.	Any other tool not mentioned specifically but required for satisfactory execution of the job.

Enclose all certificates in support of the above statements.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No:

Company Seal:

EXPERIENCE DETAILS

S.No.	Year	Name of the Client	Order No. & Date	Contract value per year	No. of personnel deployed
01					
02					
03					
04					
05					

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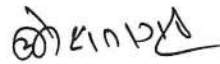
CHECKLIST

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

S. No	Particulars	Yes	No
1	Copy of original tender draft downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Copy of firm registration		
5	Copy of Service Tax certificate		
6	Copy of GST registration		
7	Copy of ESI registration		
8	Copy of PAN card		
9	Copy of Latest ISO Certification		
10	Copy of relevant work order(s)		
11	Copy of Work satisfactory certificate(s)		
12	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head.		
13	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA & 3CB for last 3 years subjected to financial statement submitted to firm/proprietary/company.		
14	Declaration in the format given by the Institute		
15	Financial bid cover		
16	Form 26 AS must be submitted for the period of experience claimed (for each year of work done).		

Note: All the pages of the original bid document along with other hard copies should be serially numbered and attested by the Bidder.

Signature of the Bidder with stamp

CERTIFICATE OF SITE INSPECTION

I (Name) Owner/Director/Authorized Signatory of M/s having its registered address at have inspected the site on date for the work of Tender for Comprehensive Annual Maintenance contract (CAMC) for 11KV/430V Substation reg. and its surrounding have understood the nature and scope of work. I have also read all the specifications, terms and conditions of this Tender Document.

Sign of Contractor

Sign of AIIA Engineer in Charge

Date: -

