

ADVERTISED TENDER NOTICE

REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education training & research

(Established by Department of Biotechnology, Government of India under the auspices of UNESCO)

Interim Laboratories : 180, Udyog Vihar, Phase-1, Gurgaon -122016.

Date: 04.01.2013

NOTICE INVITING TENDER

Sealed tenders are invited in two Parts, I- Technical Bid and II- Price Bid on behalf of the Executive Director RCB, for the following services at Regional Centre for Biotechnology (RCB), 180, Udyog Vihar Phase-I, Gurgaon,

<u>Tender Ref.</u>	<u>Particulars / Item Nomenclature</u>	<u>Tender Fee (in INR)</u>	<u>Bid Security/EMD (In INR)</u>
RCB/04-04/ 21/NIT/14/2012-13	Providing Operation Services for DG Sets, Air Conditioning and other Electrical Services	500/-	28,000/-

2. Copy of Tender documents (containing Schedule of work, General terms & conditions and other details) may be downloaded from the websites www.eprocure.gov.in (CPPP), www.rcb.ac.in and www.rcb.res.in. **Sealed Bids will be received up to 15:00 hrs on or before 22.01.2013 and opening of Tenders (Technical bid) will be on 22.01.2013 at 15:30 hrs.**

**SR. MANAGER
(A&F)**

NOTICE INVITING TENDER

Sealed tenders are invited in two Parts, I- Technical Bid and II- Price Bid on behalf of the Executive Director, Regional Centre for Biotechnology for the work as per schedule and General terms & conditions available in the centre,180,Udyog Vihar, Phase-1, Gurgaon.

01. Name of work : “Providing Operation services for DG Sets, Air Conditioning and other Electrical Services for RCB at 180, Udyog Vihar, Phase-I, Gurgaon”
02. Earnest money : Rs. 28,000/-
03. Last date of sale of tender : 21.01.13
04. Last date of receipt of tender : 22.01.13 up to 3.00 PM
(Both Technical and Price bid)
05. Date of opening of the tender : 22.01.13 at 3.30 PM
(Technical bid only)
06. Time of completion of job : 12 Months
07. Cost of tender : Rs. 500/- (Non-refundable)
08. Pre-qualification criteria:-
 - (a) The contractor should have yearly turnover of not less than 15 lac (every year) for the last three years. The contractor should enclose audited balance sheet and loss and profit sheet for the last three years duly attested by Chartered Accountant.
 - (b) The contractor is required to produce and attach the solvency certificate of Rs 15 Lac from the Scheduled Bank in original signed by the authorized officer or Senior Branch Manager of the scheduled bank, addressed to the Senior Manager RCB.
 - (c) The contractor shall have minimum of 07 years of experience in providing operation/ General maintenance/ servicing, services *i.e* Diesel Generator Sets, Air-conditioning system and equipment with screw compressors, internal electrical work, H.T panel and L.T panel etc in support of which a list shall be submitted along with the tender failing which the tender is liable to be cancelled.

- (d) Contractor should have completed one similar work/services of value not less than Rs 12 Lac, two similar works of value less than 7 Lac and three works not less than Rs 6 Lac in during last 07 Years.

The contractor should have completed above said similar nature of services in Autonomous Body or in any other Govt. CPWD, PWD,R&D of Govt Department. **[Similar nature of work means operation and General maintenance of DG Set and Air-conditioning system of total capacity not less than 150 TR capacity comprising of more 22 TR units. D.G sets of 02 Nos X 500 KVA or more, control panel and other Electrical Maintenance Work, etc.]**. Attested copies of the Completion Certificates issued by the Executive Engineer or above /Head of department are required to be enclosed with the technical bid. The contractor should also give complete details of the concerned authority such as name with designation, valid address, telephone/mobile number with STD Code, etc. Contractors must submit definite proof from the appropriate authority, of having satisfactorily completed above completion of three similar works/services, during the last seven years which shall be to the satisfaction of the Centre. The completed works will be open to inspection (inspection will be done at the risk and cost of the contractor) and in case works is not up to the standard, the tender will summarily be rejected & no queries will be entertained in this regard.

- (e) No subletting or sub-contracting of the work will be permitted without the expressed consent of RCB authorities.
- (f) The tenderers should have competent personnel stationed in the office/ service center in Delhi/NCR. A proof to this effect must be furnished.
- (g) Prospective bidders may visit site before submitting their bids with one day prior intimation to Engineer-in-charge to ascertain the site conditions.

Copies of all documents of pre-qualification criteria as asked for, in the tender along with signed and sealed copy of tender document copy may please be attached with the (Part-I) Technical Bid ONLY (All the documents are required to be duly attested by Executive Engineer or above, with their official seal giving complete name, designation, department, address, etc. On short fall of any document/ demand draft (EMD)/ Tender Cost, etc., the tender will summarily be rejected and no correspondence will be entertained in this regard. Decision of the Competent Authority shall be final and binding in this regard. ALL DOCUMENTS PERTAINING TO THE REQUIREMENT OF THE PREQUALIFICATION CRITERION WILL BE FURNISHED IN THE (PART-I) TECHNICAL BID ENVELOPE ONLY.

The envelopes should be super-scribed clearly with Name of work and 'TECHNICAL BID'/ 'PRICE BID', providing name(s) and postal address of the Contractor with Phone/ Mobile/ Fax numbers and e-mail address if any.

The offer shall remain open for at least 60 days. Earnest Money Deposit (EMD) amounting to Rs.28000/- and tender fee of Rs 500/- shall be accepted only in the form of Demand Draft drawn in favour of the Executive Director, RCB, payable at Gurgaon and submitted alongwith Part-I, Technical Bid without which the tender will summarily be rejected. In case the tender documents are down loaded from the web site www.rcb.res.in , www.rcb.ac.in the above mentioned cost of the tender will have to be paid through a separate Demand-Draft along with the tender (In the envelop of Part-I, i.e. Technical Bid), failing which the tender will summarily be rejected.

Senior Manager (A&F)

GENERAL TERMS AND CONDITIONS

Name of Work: “Providing Operation of DG Sets, Air Conditioning and Electrical Services for RCB at 180, Udyog Vihar, Phase-I, Gurgaon”

1. The contractor should have competent personnel stationed in office/ service centre in Delhi/ NCR.
2. The Competent Authority, Executive Director, RCB reserves the right to cancel the contract without assigning any reason by giving one month prior notice.
3. **The contractor should quote rates which must be firm and valid for a period of one year from date of award of contract.**
4. The Contractor shall be held responsible for any damage to the equipment(s) / injuries to personnel, caused due to faulty operation/ poor servicing/ mishandling etc by their staff and shall rectify the defects free of cost. Decision of the RCB, authority shall be final in this matter.
5. The contractor shall submit a list of staff employed by him showing their full name, qualification, local and permanent address, age, Father's name and Police station and shall be fully responsible for the safety and security of their staff. No compensation shall be payable by RCB in case of any accident/ death of any of them while operating/ servicing the plants and equipment and any other reasons happened in or outside RCB. The contractor shall indemnify RCB for such incidents.
6. The RCB authority shall be fully empowered to depute any staff at any work within RCB premises as per the site requirement or in-case of any emergency/ urgent work related to the electrical services.
7. No escalation in any form either of material (spares) consumable or labour shall be payable by RCB during the tenure of this tender contract.
8. The Air-conditioning plants and equipment under Annexure-I are to be operated on 24 hrs basis throughout the year and are meant for maintaining the temperature and humidity conditions as $24^{\circ}\text{C} \pm 1^{\circ}\text{C}$ and $50\% \pm 5\% \text{ R.H}$ by recirculation process.
9. The Contractor shall ensure that the breakdown call of normal nature is attended immediately and will inform to Engineer -in-charge He will liase with

other concerned AMC agencies in agreement with RCB on the instruction of Engineer in charge. Breakdown due to reason beyond control shall however be attended/ rectified within reasonable time to be decided in consultation with Engineer-in-charge of the RCB and shall maintain reasonable level of inventory of spares.

(a) Periodical, routine and day-to-day maintenance/ check shall be documented in prescribed check list and submitted to the Engineer-in-charge periodically.

(b) For absence of any staff as mentioned in clause 2 of Annexure-II shall invite penalty at the rate indicated below:-

- | | | |
|---------------------------------------|---|-------------------|
| i) Supervisor/ Foreman | : | Rs. 500/- per day |
| ii) A.C & R Operator cum Mechanic | : | Rs. 400/- per day |
| iii) Electrician cum D.G set Operator | : | Rs. 400/- per day |
| iv) Helper | : | Rs. 250/- per day |

10. The number of operational and maintenance staff shall always be as per clause 2 of Annexure II. Every staff shall be allowed one rest day/ weekly off after every six days of working as per Govt. of India rules. For this purpose suitable relievers shall be arranged by the Contractor at no extra cost.

11. For undertaking works like cleaning of cooling coil, condensers, servicing of split air-conditioning units etc or for proper inspection/ maintenance/ minor repairing any extra manpower if required, shall be arranged by the Contractor without any extra charges.

12. Since the contract is for operation on 24 hrs basis, physical custody of all the plants and equipment covered under this contract, shall rest on the contractor for this contractor will provide cupboard or Almirah on his cost.

13. No T & P shall be supplied by the Institute. List of useful T & P owned by the contractor shall be submitted along with the technical bids.

14. Water and Electricity for cleaning, testing, operation and maintenance shall be supplied by the centre free of cost.

15. All the consumables materials like, old dhoti, duster, soap etc. shall be supplied by the Contractor at no extra cost. Sales tax or any other tax, duties on such consumables shall be payable by the Contractor and RCB will not entertain any claim what-so-ever in this respect.

16. The quantities of chargeable consumables like oil filters fuel filters etc will be got certified from Engineer in charge.

17. The Centre shall have the option to extend the terms of this contract for an additional period as mutually agreed, with the same terms and conditions.

18. TERMS OF PAYMENT:-

(a) No advance of any kind shall be paid.

(b) The contractor shall ensure the payment to the staff deployed/ engaged for this contract by 7th of every month and raise monthly bill along with the proof of payment. He is to comply with minimum wages act as applicable to central government institute/ organisations. The Centre shall release the payment within 10 days from the date of receipt of proper bill, with the proof of attendance of staff and other relevant document.

(c) Security Deposit shall be deducted @ 10% from each bill of the Contractor and shall be released after expiry of one year.

(d) Income tax shall be deducted from the bill as per Govt. of India rules. PAN/TIN number(s) may be provided along with copies thereof.

(e) The rates shall be inclusive of all WCT, Excise Duty, VAT, Service Tax, Duties, Octroi, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/ state entry permit and Delivery, Installation, Testing , Commissioning, etc at site Risks, Overhead Charges, General Liabilities/ Obligations etc and any other taxes as applicable. Any variation in the above said taxes till the completion of the work will also be in the bidder accounts.

19. It may here be noted, that the entire staff and labour of the contractor will follow all the security instructions issued by the Centre from time to time and these instructions may include the provisions to make suitable barricades or temporary wall fence to ensure that the labour confines itself to the area of the work ONLY. Serious actions will be taken in case any of the contractor's workmen are found to be tampering with the Laboratory equipment and property of the Centre. Suitable damages will be recovered from the contractor's bills if anyone is found to be doing so. All decisions of the Engineer-in Charge in respect of the same will be final and binding on the contractor.

20. **Clearance of Site on Work Completion:** As a part of the work under this contract, the contractor shall restore the territory embraced within the site of his operations to at least as good order and condition as at the beginning of the work under this contract.
21. The Contractor shall ensure compliance of all statutory laws and bye-laws of the Central Govt/ State Govt/ Municipal authorities related to the employment of their staff and all such obligations under Wage Act, Workmen compensation Act, ESI Act, provident Fund & Miscellaneous provision Act, Bonus Act, and Contract Labour Act 1971 etc. RCB will not be responsible for such matters in any way, copy of all such documents, including labour license shall be submitted/obtained by the contractor as and when applicable.
22. The Contract/agreement will be valid for a period of one year. The time allowed to commence the work is 10 days from the date of issue of award letter. In the event the contractor fails to commence the work, the award letter will be cancelled and EMD forfeited.
23. Any claim dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by mutual consultations. The award of the Arbitrator shall be final and binding between the parties to this agreement. The Arbitrator proceeding shall be governed by the Arbitration and conciliation ordinance dated 26th March, 1996 and shall be conducted in Delhi.

This agreement shall be subject to jurisdiction of the courts at Delhi.

Senior Manager (A&F)

ANNEXURE -I

EQUIPMENTS COVERED UNDER THE CONTRACT

1. Electrical control, panels with all A.C.B's starters, MCB's, switches, control & Power wirings, UPS, exhaust fans, lights etc. 01 Lot
2. Ceiling Suspended ductable air conditioners (complete) 1.5 to 3 TR 12 Nos
3. Ceiling Suspended ductable air conditioners (complete) 5.5 TR 02 Nos.
4. Ceiling Suspended ductable air conditioners 22 TR 06 Nos
5. Axial flow fan/exhaust fan 12 Nos
6. Tube light fittings, switches & sockets, exhaust fans, power points etc installed in complete building. 1 Lot
7. 500 KVA DG Set with AMF panels, Change over switch 02 Nos
8. 20 KVA DG Set 01 Nos
9. Transformer (general maintenance), H.T panels RTCC (General Maintenance), L.T panel, D.B, water pump etc 01 lot
10. Control panel of Submersible pump 01 Set
11. Re-wiring/fresh wiring work (internal & external), installation of lights, switch & sockets, MCCB, MCB and other electro-mechanical works require in the building will be done by contractor on as and when required as per the Instruction of Engg-In-Charge. However, all materials and heavy tools will be supplied by Institute free of cost or on approved rate. **01 Lot**
12. Any other related work assigned by the Engineer-in-Charge time to time.

ANNEXURE-II

SCOPE OF WORK

01. All the equipment covered under Annexure I shall be operated round the clock on 24 hrs basis or as per site requirement on all days in the month and year including Sundays & Holidays.
02. The manpower (electrician cum D.G operator & A/C operator in each shift and in addition one supervisor & one helper in general morning shift) shall be provided and deputed by the contractor. Each shift (8 hrs) in facility or as directed by Engineer-in-charge. Technical qualification of staff deputed at site:-
 - a) **Supervisor** should have Diploma in Electrical Engineering /Mechanical Engineering with 3 yrs experience or I.T.I in Electrical/Mechanical trade with 7 years of experience.
 - b) **Electrician cum D.G set operator** should have I.T.I in electrical/mechanical/power plant trade with 3 Yrs experience.
 - c) **A.C & R operator cum mechanic** should have I.T.I in Air-conditioning and refrigeration/mechanical trade with 3 years of experience in air-conditioning system.
 - d) **Helper** should be class at least VIII pass.
03. All the air-conditioning units, D.G set and equipment covered under Annexure I shall be maintained neat and clean and in perfect working conditions.
04. Log book shall be maintained neat and clean as directed by Engineer-In-Charge and the reading shall be recorded on hourly basis. (Log books shall be provided by the Centre).
05. Dusting and cleaning of equipment covered under operation will be carried out by the helper/technician and will be kept neat and clean.

ANNEXURE III

01. **Following checks shall be carried out on daily basis and recorded in the log book of D.G sets**
- i) DG set check list as per the original manufacturer or as directed by Engineer-In-Charge.
 - ii) Top up of Engine oil, fuel, coolant and battery water in D.G sets. However lubricant oil, fuel, coolant and battery water will be supplied by the Centre or contractor will supply on extra cost as approved by Engg-In-Charge.
 - iii) Loading and unloading of D.G sets spares consumables when required.
 - iv) Checking the tightness of V-bolts of D.G set.
 - v) Condition of fuses, starters, relays etc. in the electrical control panel.
 - vi) Leakage of water from the pump glands/valve glands.
 - vii) Any other work required for proper functioning of Electrical System of RCB.
 - viii) Tightness of all terminals and leads in the electrical control panel to avoid overheating/failure including checking of all interlocks.
 - ix) The terminal box of every motor for tightness quarterly basis.
 - x) Minor painting work as and when required and instructed by engineer in charge however material will be provided by Centre.
 - xi) Cleaning of the electrical control panel from outside (daily basis) as well as from inside and tightening the wires, cable, bus bar, ACB, MCCB and MCB terminals. Checking of fuses, heater and blower inter lock etc. (Quarterly)
05. During the course of operation and maintenance, if any spare part is felt necessary for replacement., the contractor shall give the requisition for such spare part with full details and nomenclature in writing at least 15 days in advance failing which it will be responsibility of the contractor to replace the part immediately which may be paid by the Centre at market rate in due course.

06. The Contractor shall prepare a list of spare parts required for all the plants and equipment and submit to the Engineer-in-charge within one month from the date of commencement of work under this contract.
07. In the event of major failure/breakdown of any unit, the contractor shall submit a report immediately along with necessary list of spares and estimate for rectification to the Engineer-in-charge.
- 08 Any other job assigned by Engineer-in-Charge for smooth operation of system.

ANNEXURE -IV

WORKS NOT COVERED UNDER THIS CONTRACT

The following works are not covered under this contract:-

01. Overhauling and replacement of Compressor, pumps and motors.
02. Rewinding of motors.
03. Supply of valves, pipes, insulations.
05. Calibration of any protective relay.
06. Overhauling of D.G sets, transformer, H.T/ L.T breakers, ACBs, MCCB, Lift, submersible pump, water pump, etc

SCHEDULE OF WORK

Name of Work: “Providing Operation services for DG Sets and Air Conditioning and Electrical equipment for RCB at 180, Udyog Vihar, Phase-I, Gurgaon”

S.No	Item	Qty	Rate Rs	Amount
1	Providing operation and General Maintenance of all services i.e Air Conditioning System, D.G sets, UPS, Electrical switch boards, AMF panels, distribution boards, electrical lights, switch & sockets, exhaust fan, motors, fan, including installation of lights, switch & sockets, fan, exhaust fan, re-wiring/fresh wiring work and others electrical and service supporting system installed in the facility etc on 24 hrsx7daysx12 months basis on all the working days/Holidays and as per the site requirement and as approved by Engg-In-Charge.	12 Months		

Seal and Signature of tenderer