

F.No.7/2(1)/2009-SD/S&S-EMU

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
SUTRADHARA DIVISION(S&S/EMU)**

**C.V. Mess Building,  
Janpath, New Delhi-110001**

**Tender No.53**

**Dated: the 3<sup>rd</sup> Dec., 2009**

**Name of Work: Annual Electrical Repairs and Maintenance of IGNCA Office Building Complex for HT and LT Electrical Installations, Operations and Maintenance of PTAC Units, Operation of Lifts and 1250 KVA DG Sets installed in IGNCA Buildings at 11, Man Singh Road, New Delhi.**

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Sealed item rate quotation are invited on behalf of Indira Gandhi National Centre for the Arts(IGNCA) from contractors registered in appropriate class with NDMC, CPWD, DDA, MCD, PWD, MES etc. for the above cited work. The tender shall be in two parts viz TECHNICAL BID and PRICE BID.

**TECHNICAL BID**

The following document will be submitted in technical bid in a sealed envelop superscribed in bold letter TECHNICAL BID. The name of work, the name of bidder and date of opening shall also be written on the envelope.

1. Earnest Money as per item No.6 of terms and condition
2. All the eligibility certificates
3. VAT Registration Certificate
4. PAN/TIN number documents
5. ESI No.

**PRICE BID**

The PRICE BID shall be given in schedule of quantities format of N.I.T. and placed in other sealed envelope duly super-scribed in bold as PRICE BID. The name of work, the name of bidder and date of opening shall also be written on the envelope.

Both of these envelopes shall be placed in third sealed envelope and super-scribed in bold TECHNICAL and PRICE BID. The name of work, the name of bidder and date of opening should be written on the envelope.

The tender shall be addressed in the name of Shri D.S. Gaur, Under Secretary(Admn.), C.V. Mess Building, IGNCA, Janpath, Delhi and dropped in the tender box placed in S&S Section.

### **Opening of Bids**

Sealed tender will be opened by a Committee on due date and time. Your authorised representative can attend the tender opening.

The “Technical Bid” will be opened first by a Committee on the date and time indicated below. Price Bids will be opened only of those firms whose Technical Bids are found suitable after technical evaluation. The date of opening of Price Bid will be intimated after acceptance of Technical Bids.

The important information regarding N.I.Q./N.I.T. is as follows:

S. No.	Name of Work	Cost of tender form	Probable monthly amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)	Last date of issue of blank tender	Date & Time of receipt of tender	Date & Time of Opening of Technical bid	Duration of contract
1.	Annual Electrical Repair and Maintenance of IGNCA Office Building Complex for HT & LT Electrical Installations, Operation and Maintenance of PT AC Units, Operation of Lifts and 1250 KVA, DG Set in IGNCA Buildings at Dr. R.P. Road, and 11, Man Singh Road, New Delhi	100	16,52,400/-	33,048/-	21.12.09 Upto 5.30 p.m	22.12.09 Upto 3.30 p.m.	22.12.09 at 4.00 p.m.	12 months

**(D.S. GAUR)**  
**Under Secretary(A)**

**Signature of tenderer**

## **TERMS AND CONDITIONS**

### **(A) GENERAL INFORMATION**

Indira Gandhi National Centre for the Arts(IGNCA) is an Autonomous Trust under the Ministry of Culture. The registered office of IGNCA is at Central Vista Mess(C.V. Mess) building, Janpath, New Delhi.

THE N.I.Q. is for Electrical Maintenance of IGNCA Office building complex consisting of 3 buildings VIZ. the C.V. Mess Building, Building at No.3, Dr. R.P. Road and one New Building at No.11, Mansingh Road, New Delhi.

### **(B) CRITERIA OF ELIGIBILITY**

- (i) The tenderer should have satisfactorily completed similar nature of work during the last 5 years in either of the following ways. This should be certified by an officer not below the rank of Executive Engineer.
  - (a) Three works each costing not less than Rs.6,60,960/-
  - (b) Two works each costing not less than Rs. 99,144/-
  - (c) One work costing not less than Rs.13,21,920/-
- (ii) The bidder should be a registered contractor of CPWD/NDMC/DDA/PWD/MCD, MES in appropriate class. Self attested copy of valid registration Certificate should be attached with technical bid.
- (iii) The bidder should have an average financial turn over of Rs.20.00 Lacs per year in Engineering works during the last three financial years. The turn over should be certified by Chartered Accountant.
- (iv) The bidder's performance Certificate for similar works in the last five year, and works in hand, from client department should be submitted.

### **(C) EVALUATION CRITERIA TO QUALIFY TECHNICAL BIDS**

The details submitted by the bidders in the Eligibility Criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall 100.

#### **Signature of tenderer**

- (a) Experience in similar works during last five years - Maximum 40 marks

- (b) Valid registration with specified Govt. departments - Maximum 20 marks
- (c) Turn Over in immediate last 3 years - Maximum 20 marks
- (d) Performance Certificate in similar works in last 5 years - Maximum 20 marks

(D) **PENALITY PROVISIONS**

- 1 In case the contractor fails to carryout the minor maintenance work as per the instructions of Engineer-in-charge of IGNCA, the Engineer-in-charge, shall be at liberty to get the work done from alternative source and recover of cost from the Contractor's bill which will be done at the rate which shall be double the cost of work got done from alternate source.
- 2 The contractor shall make arrangements to ensure that all the Minor maintenance complaint given in writing are attended to by his workers on the same day or within 24 hours failing which the recovery at the rate of Rs.200/- per complaint shall be levied and recovered from the contractor's bill. The decision of the Competent Authority of IGNCA shall be final in this connection.
- 3 If the complaint is not of minor nature and need specialized handling then the contractor shall make arrangement to get the same done within 3 days of the date of complaint failing which the complaint shall be got attended by alternative arrangements and the recovery of the cost of work done shall be made at double the rate from the contractor's bill.
- 4 If the contractor fails to complete the work within stipulated period and stops the work in between, the security deposit deposited with IGNCA shall be forfeited and the decision of the Competent Authority in this connection shall be final.

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**(D) MANNER OF PAYMENT**

- 1 All the payments to the contractor shall be based on the monthly pre-receipted bills submitted by him on his printed Performa bearing the Pan/Tin No. etc., supported by the certificates and details of work done by him on daily basis duly certified and verified by Engineer-in-charge, IGSCA or his authorized representative.

**(F) TERMS AND CONDITION AND SCOPE OF WORKS**

- 1 The work shall be carried out as per relevant CPWD technical specifications for Electrical works, amended up to date.
- 2 The rate should be given in figures and in words in Annexure 'A' and will be inclusive of all taxes and cartage etc.
- 3 The tender should be signed and stamped. It should be submitted in sealed envelope.
- 4 The Income Tax as per rules will be deducted from the gross amount of contractor's bill.
- 5 Conditional tender will not be accepted.
- 6 The tender must be accompanied by Earnest Money of Rs.33,048/- in the form of Accounts Payee Demand Draft in favour of Indira Gandhi National Centre for the Arts payable at New Delhi. Except the first lowest and second lowest bidder, the EMD of the other bidders will be refunded on the same day. The EMD of 2<sup>nd</sup> lowest bidder shall be refunded after the award of work to the 1<sup>st</sup> lowest bidder. In the event of refusal to undertake the work by the first lowest bidder, his earnest money shall be forfeited and the bid of 2<sup>nd</sup> lowest bidder shall be considered for the work order.
7. The period of contract is for 12 months from the date of award of work and the quoted rates shall remain firm during the period.
8. 5% security deposit will be deducted from every R.A. Bill of the contractor which will be refunded after six months of the successful completion of work, if there is no complaint from any side.

**Signature of tenderer**

9. On the recommendation of the Engineer-in-charge, the approval for execution of extra items will be considered.
10. The contract can be further extended on the existing terms and conditions on mutual agreement by both the parties.
11. The validity period for accepting the tender for the work shall remain open for 60 days from the date of opening of tenders. The earnest money shall be refunded if the award of work is not considered by IGNSA on account of any official reason.
12. In case of any dispute, the decision of the Joint Secretary, IGNSA will be final and binding.
13. The contractor shall ensure that the workers deployed by him for the work are directly employed by him. The Centre shall have nothing to do in the matters of payment of wages and emoluments to employees and their service conditions.
14. The worker deployed by contractor shall be dressed in proper uniform and they shall wear the I card issued to them by the contractor.
15. MINIMUM STAFF REQUIRED AND THEIR QUALIFICATIONS FOR OPERATION AND MAINTENANCE OF ELECTRICAL INSTALLATION, AIR-CONDITIONING SYSTEM AND OPERATION OF LIFTS AND DG SETS SHALL BE AS UNDER:-

(A) **Minimum Qualification and Experience**

- |      |  |        |   |
|------|--|--------|---|
| (i)  | Supervisor   | 1 No.  | Diploma in Electrical/<br>Mechanical<br>Engineering with 5 years<br>Experience in Maintenance<br>Of Electrical & Mechanical<br>Installation |
| (ii) | A.C. Mechanic/Operator<br>Strong Room round the<br>Clock duty and for Package<br>Type A.C. Units maintenance<br>& Operation. | 2 Nos. | ITI certificate with minimum<br>2 years' experience.  |

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(iii)	Senior Electrician for Round the clock Duty in L.T. & H.T. Sub stations	3 Nos.	ITI certificate with full knowledge of Sub-Station including H.T., L.T. panel and Transformer – 5 years Experience.
(iv)	Electrician for attending to Complaints	3 Nos.	ITI certificate with 2 years experience.
(v)	DG Set Operator	1 No.	ITI certificate with 5 years Experience.
(vi)	Lift Operator	3 Nos.	ITI certificate with 5 years Experience.
(vii)	Khallasi	5 Nos.	Having experience of 3 years In Helping skilled works for Electrical work.

(B) List of major items of works to be looked after by the Contractor

(i) Strong Room – (i) Operation & Maintenance of A.C. Plant round the clock at 11, Man Singh Road

(ii) Temperature record and maintenance of log book

(ii) Operation and Maintenance of Package and Ductable Type split A.C. Units.

(iii) Round the clock Operation and Maintenance of Sub-Station at 11, Mansingh Road including two 2000 KVA Transformers, H.T. and L.T. Panels and battery charger with battery bank. Senior Electrician and a helper shall be stabilized in Sub-Station in 3 shifts of 8 hours each and Log Book shall be maintained by the Contractor.

(iv) Repair and Maintenance of electrical panels and distribution boards installed at No.1, No.3 Dr. R.P. Road, and 11, Mansingh Road.

(v) Repair and Maintenance of all the internal and external wiring in building No.1, 3 Dr. R.P. Road and 11, Mansingh Road.

(vi) Repair and Maintenance of all Electrical installations such as fittings fans etc. in building No.1 C.V. Mess and 11 Mansingh Road.

**Signature of tenderer**

- (vii) Repair and Maintenance of campus lights and roof lights.
- (viii) Cable fault repairs in cables coming from No. 11 Mansingh Road building to Central Vista Mess Building and No.3 Dr. R.P. Road.
- (ix) Operation, keep and Maintenance of water supply pump at C.V. Mess Building and No.3, Dr. R.P. Road Building.
- (x) Operation and day to day upkeep Maintenance of Two 1250 KVA DG Sets and panels in 11, Man Singh Road including maintaining of log books.
- (xi) Maintenance of store/stock record with reference to receipt and issue of material and complaints.
- (xii) Providing additional power/light points as and when required.
- (xiii) Keeping records of complaints and their compliance.
- (xiv) Mati Ghar lighting arrangements as per requirements during exhibitions.
- (xv) The General duty staff will be deputed for work on working days from 8.00 A.M. to 6.30 P.M. from Monday to Saturday. The staff shall also be deputed for extra hours duty and duty on Sunday and holidays for urgent works and for work during Seminars, Workshops, Exhibitions, Performance Programmes in IGNCA premises as required for individuals Programme for which nothing extra shall be paid. On working days the services of lift and standby DG Set can be extended upto 9.00 P.M. on any working days as required.
- (xvi) The Contractor is also required to sign an MOU with the Centre after the award of work.

16. **ADDITIONAL CONDITIONS**

- (i) All the fans and Electrical Installations shall be cleaned quarterly and register for this shall be maintained and the acknowledgement of the users shall be taken after cleaning.

**Signature of tenderer**

- (ii) All the wiring and cables of Electrical Installations shall be tested, to check correctness towards insulation resistance and earthing and quarterly report shall be submitted to IGNCA in this regard.
- (iii) The preventive maintenance of electrical installation shall be carried out extensively after every three months and entries shall be made in a register by the contractor and got checked by Engineer-in-charge of IGNCA.
- (iv) All the electrical installations including package Type/Ductable Split Type A.C. Units shall be serviced and painted once in a year for which nothing extra shall be paid.
- (v) The liason with NDMC shall be kept regarding electric supply to the IGNCA Complex.
- (vi) The complaints of lift faults shall be reported to M/s Kone and the record for the same shall be kept.
- (vii) **EMERGENCY SERVICES:** Such as short circuiting, fire etc.

This should be attended immediately – the staff should be available 24 hours to meet any unforeseen situation with the help of security people.

(viii) **DRAWINGS:**

Detailed drawings are not available. The contractor shall have the responsibility of locating the various cable routes supplying power to various departments of the Institution.

- (ix) The Contractor should, give a list of the technical staff to be engaged by him for this work with qualification and experience and should be able to present them for technical interview at short notice before finalizing the contract.
- (x) The payment shall be made on monthly basis after executing the work satisfactorily. The contractor shall submit the record of compliance of complaints at the time of submitting the monthly bill.

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17. **PERFORMANCE GUARANTEE:**

The contractor shall deposit 10% (interest free) of the quoted gross amount of 1 year with IGNCA as performance guarantee which shall be released after one year of rendering the service satisfactorily.

18. **FACILITIES TO BE PROVIDED BY IGNCA:**

The IGNCA shall provide Telephone facility furniture and one room for office/Store & the following service equipment available with IGNCA:

- (a) Megger
- (b) Multimeter
- (c) Vacuum Pump
- (d) Clamp Tester
- (e) Air Blower

19. **IGNCA RESPONSIBILITIES:**

IGNCA shall meet the cost of all the materials, consumables and non consumables and special tools and plants required for operation and maintenance of the installations and other major repairs such as:-

- (i) Detection of cable faults
- (ii) Joining of H.T. Cables
- (iii) Overhauling of Air Conditioners and Repairing/Replacement of Compressor.
- (iv) Repair of Main Switches and controls at Sub-Station.
- (v) Overhauling and repairing of generator including servicing by authorized service Centre of manufactures.
- (vi) Repair of battery charger.
- (vii) Rewinding of Pumps, Motors and fans etc.

20. **EXCLUSIONS:-**

The scope of maintenance to be provided by the contractor does not cover maintenance of Split and W.T.A.C. units, Heaters, Geysers, Air-Blowers and other office equipments such as photocopiers, computers, fax machines, telephone stabilizers, audio visual processing equipments and room coolers etc.

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21. The contractor shall ensure that personnels deployed by him at work are directly employed by him. The IGNCA shall have nothing to do with the matter relating to payment of wages and emoluments to the employees of the contractor or matter relating to their service conditions etc.
22. IGNCA reserves to right to reject or accept any application bid without assigning any reason. Decision of Joint Secretary, IGNCA, in this regard shall be final and binding.

**(D.S. GAUR)**  
**Under Secretary(A)**

**Signature of tenderer**

**SCHEDULE OF QUANTITY**

<b>S. No.</b>	<b>Description of Work</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount (Rs.)</b>
1.	Providing Electrical Package Type Air-Conditioning	12	Per month		
2.	Maintenance Services and Operation of Lifts and DG Sets in all the areas of IGNCA Campus at C.V. Mess Building, No.3 Dr. R.P. Road & No.11 Mansingh Road Building New Delhi as per details given below:-				
3.	Air-Conditioning:-  Operation & Maintenance of 14 package and ductable Split type AC Units of various capacities installed in IGNCA at building No.3 and C.V. Mess in General Shift.				
4.	Rounds the clock Operation, Maintenance and up keep of Strong Room Air-Conditioning System in building at No.11 Man Singh Road.				
5.	Operation, Maintenance & Upkeep of Electrical 11 KV Substation consisting of Two Numbers of 2000 KVA Transformers, H.T. & L.T. Control Panels and the power Distribution system from them at No.11 Mansingh Road & No.3 & No.1, Dr. R.P. Road, New Delhi standby power Generation and Distribution within the premises at No.1(C.V.				

	Mess), No.3 and No.11 Mansingh Road Building through & 1250 KVA DG Sets.				
6.	Electrical maintenance of all the Electrical Installations, Internal and external, including wiring and cabling within and outside buildings of IGNCA in the No.1 (C.V. Mess), No.3 and No.11 Mansingh Road Building, New Delhi.				
7.	Pump for Water Supply: Operation and upkeep maintenance of all the pumping sets installed at No.(C.V. Mess Building) and No.3 Building (R.P. Road of IGNCA)				
8.	Operation of 6 Nos. of Passenger Lifts, two Freight Lifts and one Dumb Waiter in building at No.11 Mansingh Road as per requirement of IGNCA				
9.	Operation and day to day upkeep maintenance of 1250 KVA DG Sets, Scrubber and Cooling Tower of DG Set and Panels Installed at No.11 Mansingh Road.				

**(D.S. GAUR)**  
**Under Secretary(A)**

Quoted Amount in Words  
Rupees  
(Name & Seal of bidding Contractor)

**Signature of tenderer**

