

NATIONAL BANK STAFF COLLEGE
LUCKNOW

**Tender for Annual Maintenance Contract of Electrical Installations,
Operation & Operational Maintenance of Diesel Generator Set and
Package unit air-conditioning**

AT

NATIONAL BANK STAFF COLLEGE, LUCKNOW

NAME OF TENDERER

ADDRESS

THE PRINCIPAL
NATIONAL BANK STAFF COLLEGE
SECTOR 'H', LDA COLONY
KANPUR ROAD
LUCKNOW - 226 012

This Tender consists of 42 pages.

TENDER NOTICE

National Bank Staff College (NBSC) intends to award the Annual Maintenance Contract of **Electrical Installations, Operation & Operational Maintenance of Diesel Generator Set and Package unit air-conditioning** at National Bank Staff College, Lucknow for the contract period 01 July 2010 to 31 March 2012. For this a two stage bidding process i.e. Pre qualification with respect to Techno-Commercial aspects and Competitive Rates is being followed. Tender documents can be obtained from the office of the Principal, National Bank Staff College, Sector 'H' LDA Colony, Kanpur Road, Lucknow - 226012, on any working day (Monday to Friday) from **21/05/2010 to 04/06/2010** on payment of non refundable amount of **Rs.500/-** (Rupees Five hundred only) or can be downloaded from website www.nabard.org/tenders or www.nbsc.in/tenders. The firms downloading the application form and other documents related to the work from the website will have to pay non-refundable charges of Rs.500/- (Rupees Five hundred only) by demand draft to our office at the time of submission of the application form and tender documents for the said work.

Contractors having experience in undertaking similar nature of work at similar organisations only need tender for the work.

1. The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarise themselves with the nature of works to be carried out and get all clarifications as necessary from NBSC before quoting their rates.
2. Your sealed Tender in **two separate sealed envelopes** in PART-I and PART-II as specified at para 3 below should be addressed to the Principal, NBSC, Sector-H,LDA Colony, Kanpur Road, Lucknow-226012 and superscribed "**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR OPERATION AND MAINTENANCE OF ELECTRICAL INSTALLATIONS IN NBSC, LUCKNOW**".
3. The PART- I of the tender shall contain Pre-Qualification bid (as per part I, II, III & IV) alongwith required demand draft for EMD and terms & conditions in prescribed tender document. **The PART– II of the tender shall contain only the financial bid in the prescribed format.** The two separate envelopes superscribed as PART-I and PART-II containing the Tender completed in all respects, duly signed by the tenderer and sealed as necessary, should be dropped inside the Tender Box available in Principal's Secretariat at NBSC **on or before 07 June 2010, 1500 hours**. Late tenders shall not be accepted.
4. Tenders submitted in a single envelope shall not be accepted and would be returned unopened to the respective bidders.
5. The PART–I of the tender shall be opened first on **07 June 2010 at 1600 hours** in the presence of the tenderers or their authorised representatives who choose to be present. Based on the Pre-Qualification bid / tender, the eligible bidders will be empanelled and the financial bids for competitive rates submitted by such of the empanelled bidders will only be opened / considered.

6. NBSC reserves the right to accept or reject any tender, either in whole or in part and it is not binding on the part of the NBSC to accept the lowest or any tender. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NBSC for negotiation, etc. if required.
7. Tenders which do not fulfill all or any of the NBSC's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by NBSC are liable to be rejected.
8. Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the Principal, NBSC, who will review the same and information sought if not clearly indicated or specified, NBSC will issue clarifications to all the tenderers which will become part of the Contract Document. NBSC will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NBSC before three working days prior to the date of submission of the Tender.
9. The tenderer shall enclose a Demand Draft amounting to **Rs. 26,000/- (Rupees Twenty Six Thousand only)** drawn on any Nationalised / Scheduled Bank payable at Lucknow, in favour of National Bank Staff College, Lucknow towards Earnest Money Deposit (EMD), failing which, the Tender shall be rejected. No interest shall be paid on the EMD submitted by the bidders. EMD of unsuccessful bidders would be refunded within a reasonable period of time. The successful tenderer shall be issued the Work Order for AMC by NBSC and should commence the work as per the terms and conditions contained therein.
10. Validity of the offer should be 90 days from the date of opening of the financial bids. However, the rates quoted by the successful bidder would be applicable upto the end of the contract period i.e. upto 31 March 2012.
11. The successful tenderer will be required to submit @ 2% of the quoted amount (total value of the contract for one year), excluding service tax, as initial security deposit with in 7 days of award of work, which will be refunded after the satisfactory expiry of defect liability period/contract and will not bear any interest. The Earnest Money Deposit of the successful tenderer shall be adjusted towards initial Security Deposit.
12. A Pre-tender Meeting shall be held on **02 June 2010 at 12.00 hours** in the office of NBSC. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any.
13. This Notice Inviting Tender (NIT) shall also form part of the Tender Document.

Mukesh Vats
Assistant General Manager

Brief Description of the Electrical Installations at NBSC

The power supply to NBSC is given by EUDD (Electricity Urban Distribution Department), Lucknow from its Ashiana 33/11 KV substation through an 11 KV overhead transmission line which terminates near NBSC's substation. O/H line is then connected with 3 x 120 sq. mm, XLPE cable to 11 KV incomer OCB with HT metering under EUDD. The 11 KV supply to the Institute is fed through 1 x 750 KVA, 11KV/0.4 KV substation OCB bus. From this substation power is given to Administration Building, hostel blocks, 2X15 hp water supply pumps and its MCC and Residential area, street/lawn light, feeder pillars, tube well etc. The whole area is spread in nearly 12 acre of land. There is a network of MV/LV underground cable system and distribution panel, SDBs, and DBs etc.

A 125 KVA, 415 volts, DG Set is also connected to the system for emergency power required for hostel, office and residences etc. Day-to-day operation of the D.G. Set is under the scope of the contract. Diesel/other consumables would be supplied by NBSC.

Operation and Operational maintenance of 11 Nos. Package unit air-conditioners (Voltas Make) alongwith cooling towers (3 Nos.) is under the scope of the contract. However, comprehensive maintenance of the system is under the scope of M/s Voltas Limited.

There is one tube well pump of 15 hp near substation. Water is stored in U/G and O/H tanks, using this pump and 2 x 15 hp monoblock pump with 4" pipelines.

Note: The detailed scope of work is given in this tender

PART-I

PRE-QUALIFICATION

To be submitted along with DD of Rs.26,000/- in a separate envelope No-I

**Instructions to the Applicants for furnishing
information as a part of pre-tender qualifications**

1. The work involved is round the clock operation and maintenance of 1 x 750 KVA, 11/0.4 KV sub-station with 11 KV OCB bus and MV/LT power distribution to office/hostel/residences, through LCC/Feeder pillars/ under ground MV/LV cables pumps operation, Main Distributing board, 200 KVAR capacitor panels, SDBs, DB and Electrical Wiring in Office and Residences etc. spread in an area of 12 acre, (approx.), Street/lawn lighting with HPS/HPMV lamps, maintain lighting, repairs/maintenance of water supply pumps etc., Operation of DG Set, Operation & Operational Maintenance of 11 Nos. Package Unit Air-conditioners, Maintenance of Plumbing Installations, Cleaning of Overhead tanks, Cleaning of telephone instruments and Computer peripherals.
2. Tenderers are requested to enclose the following documents in Envelope containing PART-I (Pre-qualification bid) for examining their qualification/suitability. Opening of Part II (Financial Bid) will be subject to satisfying the prescribed eligibility criteria :
 - i) Copies of Work Orders from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks during the last five years (prior to 31.03.2010). "Similar Works" means experience in executing Annual Maintenance Contracts in similar Government/PSU/PSB training institutes/campus having office, hostel & residential buildings or similar such set-up.
 - ii) IT returns of last three consecutive years duly certified by a practicing Chartered Accountant.
 - iii) References of clients/particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives/officials.
 - iv) Information in Part-I, II, III and IV as per enclosed proforma
3. Intending applicants are required to submit their full bio-data giving details about their organisation, experience, technical personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
4. While deciding upon the selection of contractors emphasis will be laid on the ability and competence of applicants to undertake quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
5. If required, the Bank will obtain reports on past performance of the tenderer from his clients and bankers and evaluate the said reports before opening of the PART-II of the tenders. If any tenderer is not found to possess the required eligibility for

participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after opening of PART -I of the tender and his sealed cover containing PART-II of the tender will be returned to him. The Bank is not bound to assign any reason for rejecting the tender.

6. After prima facie scrutiny, if any of the contractors is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.
7. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organisation having necessary authorisation/Power of Attorney to do so.
8. If the space in the pro forma (Part-I,II,III & IV) is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
9. Any letter or document accompanying the pre-tender qualification form shall be submitted in duplicate.
10. Clarifications, if any required may be obtained from The Principal, National Bank Staff College.

Signature of the Applicant
Address

FORM OF TENDER

Annual Maintenance Contract for Maintenance of Electrical Installation at National Bank Staff College, Sector-H, LDA Colony, Kanpur Road, Lucknow – 226 012

Date :

The Principal

National Bank Staff College
NBSC, Sector-H,
L.D.A. Colony, Kanpur Road
Lucknow – 226 012

Dear Sir

1. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of the Contract Agreement annexed thereto. Details of registration/ licence etc.

2. Our Bankers are :-

- i.
- ii.

3. Address of the firm

Tel. No :

Fax :

Mobile No. :

- i) _____
- ii) _____

Name of the persons with power of Attorney to sign the contract

- i) _____
- ii) _____

4. Name of the partner of the firm authorised to sign

- i) _____
- ii) _____
- iii) _____

5. The names of the Partners/Directors of our firm are

6. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We enclose herewith interest free Earnest Money Deposit (EMD) for Rs 26,000 (Rupees Twenty Six Thousand only) by Demand Draft payable at Lucknow in favour of National Bank Staff College and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and / or in the event of our failure to execute the Contract when called upon to do so by accepting our Tender.

10. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.

11. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during commencing of the contract period.

I) _____

II) _____

NAME OF THE PERSON AUTHORISED TO
SIGN AND SUBMIT THE TENDER

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed
alongwith the Tender.

DATE :

PLACE :

YOURS FAITHFULLY

(SIGNATURE OF THE TENDERER)

**NAME AND ADDRESS OF THE TENDERER
AND SEAL**

AGREEMENT

This agreement made on the ____ day of the month _____ in the year _____ BETWEEN the National Bank for Agriculture and Rural Development, established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Mumbai and its Training Institute 'National Bank Staff College' at Sector-H, LDA Colony, Kanpur Road, Lucknow (hereinafter referred to as the Bank's Training Institute viz. National Bank Staff College and or its successors and assignees) on the ONE PART;

and

M/s _____, a proprietary/partnership/limited company concern having its office at _____ duly represented by its duly constituted and authorized representative, Shri/Smt _____(hereinafter called the authorized representative of the Contractor) on the other part.

Whereas NBSC is desirous to carry out annual maintenance of Electrical Installations at National Bank Staff College Campus, Sector-H, LDA Colony, Kanpur Road, Lucknow and same have been accepted by M/s _____ at NBSC, Lucknow on the terms and conditions as set out therein and inter-alia others as mentioned below:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.

In witness whereof parties hereto have hereunto set their respective hands and seals the
day and year first above written.

Signed, sealed and delivered by the said Contractor M/s _____ to the Employer, NABARD in the presence of :

Signature of Contractor (with seal)
Dy. General Manager

Signature of Authorised representative
of the Employer/Accepting Authority
Witness (Signature, Name and Address)

1. _____
2. _____

Part-I

(A) - Basic Information

1. Name of the Applicant/Organisation and address of the registered office.
2. Year of Establishment
3. Type of the Organisation (whether Sole Proprietorship/Partnership/Private Limited/ Limited or Cooperative Body etc.)
4. Name of the Proprietor / Partners / Directors of the Organisation / Firm (a)
(b)
(c)
(d)
5. Details of Registration (Whether Partnership firm, Company, etc.)- Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm.
6. Whether registered with Government/Semi govt/Municipal Authorities or any other public organisation and if so, in which class and since when?
7. Experience in the field of operation and operational maintenance of AMC of 1 x 750 kVA substation sub station and power distribution.
8. Valid Licence for A Class approved Electrical Contractor issued by Government of UP **(Copy to be submitted)** Date of Issue:
Valid upto:
9. Technical personnel available in the organisation Details to be furnished in Part-(III)
10. Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said

work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate for the last three years shall be attached).

11. Yearly turnover of the company during last 5 years (Year-wise)
- Rs.
Rs.
Rs.
Rs.
Rs.

12. Permanent Account Number (PAN)

13. Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.

14. Whether any Civil Suit/litigation arisen in the contracts executed during the last ten years/being executed now. If yes, please furnish the details in the proforma given below:

Sr. No.	Name of the work and Employer	Nature of work	Work order No and date	Present stage of Work	Value of contract (Rs)	Brief details of litigation
1.	2.	3.	4.	5.	6.	7.

15. Details of registration with the office of the Regional Labour Commissioner(RLC)-Central, EPFO and ESI

16. Number of supplementary sheets attached for Part I.

Signature of the Applicant

Part-II

(B) Previous Experience

i) List of important works executed by the firm during last five years with experience in executing works of similar work i.e. annual maintenance contract of institutes/training establishments. Please arrange to provide value of job, capacity of sub-station and year of AMC alongwith copy of work orders, performance certificates / completion certificates. **Please note that the details furnished should be for Annual Maintenance Contracts of similar nature and not for the installation/construction/project works.**

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount (Rs)
1	2	3	4	5

ii) List of important works ON HAND costing Rs_____lakh and above with experience in executing works of similar work i.e. annual maintenance contract of institutes/training establishments

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount (Rs)
1	2	3	4	5

AMC/Completion Period	Present stage of completion With reasons for delay, if any	Any other relevant information
6	7	8

Signature of the Applicant

Part-III

(C) – Technical Personnel and Experience

A)List of technical Personnel,giving details about their tech. qualifications, experience, etc.

S. No.	Name	Age	Qualification	Experi ence	Nature of Works Handled	Date from which employed in the organisation	Any other remarks

NOTE: Indicate personnel with wiremen license, ITI diploma, HT attachment with LESA, Diploma Degree in Electrical/ Mechanical Engineering

b) List of available Plants, available Machineries, Equipment, etc.

Sl. No.	Name of Plant/Machinery/ Equipment and Accessories	Total No.of units/sq.mt.	No.of units/sq.mt. can be spared for NBSC's work.
1.	2.	3.	4.

1. Crimping tool (hydraulic/manual)
2. Digital Multimeter
3. Tong Tester (Grip upto 400 sq mm)
4. Earth tester
5. Meggar (500 V and 1000 V)
6. Drilling machine (Hammering type)
7. Welding machine.
8. Hoists with capacity
9. Testing tools (Testers, Screw Drivers etc.)
10. Wrench sets (D-Spanner, Ring Spanner, Box Spanner)
11. Coupling tools
12. Pipe wrench (different types)
13. Chain wrench
14. Insulated Rubber Gloves
15. 500 V Insulated Pliers
16. Test Lamp Holders
17. Sling Psychrometer (DB & WB Temp.)
18. Aluminium Ladder (4 step)
19. Aluminium Ladder (8 step)
20. Cable fault locator (LT)
21. Chain pulley block with Tripod
22. Wire rope
23. Jute rope
24. Any other equipment/T&P as per requirement

Signature of the Applicant

Part-IV

Average number of personnel proposed to be deployed on NBSC's site by the contractor as per assessment of the work :

As per NBSC's assessment, the minimum number of personnel to carry out the work under the scope of this contract satisfactorily are **12 (1 highly skilled supervisor, 6 skilled and 5 semi-skilled)**. However, contractor may indicate the average number of personnel to be deployed at NBSC as per their assessment in the table below :

S No	Particulars	Average deployment per day
1	Qualified Engineer-in-Charge/Supervisor having Degree/Diploma in Electrical Engineering and 10-15 years experience on HT/LT system to carry out such maintenance work. The person who provides such services should also have valid Supervisor license issued by local authorized Electrical Inspectorate authorized to supervise the said electrical maintenance, fulfilling all the condition as per I.E. Rule 1956	
2	Qualified electricians (Should possess Electrical Trade ITI Certificate from Govt. approved or Govt. recognized institution, Should have practical experience of 5-10 years for working on HT/LT system) having wireman's license. He should also have valid electrical wireman license issued by local authorized Electrical Inspectorate, for the operation and maintenance of the said electrical equipment's & voltage level.	
3	Qualified Plumber (Should possess Mechanical/Plumbing Trade ITI Certificate from Govt. approved or Govt. recognized institution, Should have practical experience of 5-10 years) to look after complete operation and maintenance of plumbing installations, pumps & water supply distribution system etc.	
4	Qualified Package Unit Air-conditioning plant operator (Should possess Mechanical/Refrigeration & Airconditioning Trade ITI Certificate from Govt. approved or Govt. recognized institution, Should have practical experience of 5-10 years to look after complete operation and operational maintenance of Package Unit Air-conditioning including Cooling towers, pumps etc.	
5	Skilled helpers as Asst. Electrician having minimum 3 years working experience with Electrician in the field of electrical systems. Should have minimum qualification upto class 7 th passed, and should be capable of reading & writing and capable of expressing clearly in local language.	
	Total minimum number of personnel proposed to be deployed per day	

NOTE : The above information has to be furnished carefully. In case the contractor fails to deploy the average number of qualified personnels as indicated in the above table, deduction from the monthly bill would be done proportionately.

Signature of the Applicant

National Bank Staff College
Annual Maintenance Contract for Operation and
maintenance of Electrical Installations and water supply system at NBSC 2010-11
INSTRUCTIONS TO THE TENDERER

1. All the pages of the Tender Document shall be signed by the Tenderer.
2. NBSC takes no responsibility for delay / loss in post or non receipt of Quotations / Tender Documents.
3. The envelopes containing Tender should be properly sealed, addressed, duly superscribed as PART-I and PART-II, as the case may be, with name of work and due date of opening and should be submitted in the prescribed Tender Box in the Office of the Principal, NBSC, Sector-H, LDA Colony, Kanpur Road, Lucknow. The last date of receipt of Tender is **07 June (3 pm)** . Tenders will be opened on the same date at 4.00 pm. or at a later date convenient to NBSC.
4. Bids submitted by unauthorised agents and FAX / Telex / Telegrams shall not be entertained.
5. **Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NBSC before quoting the rates.**
6. If last date of receipt of Tender / Quotation and opening date is a holiday then submission and opening of Tenders / Quotations shall be shifted to next working day without change of time and venue.
7. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviatonal Tenders may be rejected without making any reference to the Tenderers.
8. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
9. No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period, the EMD amount received from such tenderers shall be forfeited.
10. Rates should be filled in the Tender neatly and as far as possible, no correction shall be made. The rates quoted should be written legibly in words and figures. If on check, differences are observed between the rates

given by the Contractor in words and figures or in the amount worked out by him, scrutiny of the tender shall be done as per NBSC's guidelines.

11. Notwithstanding any thing stated above, NBSC reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NBSC.

DECLARATION BY THE CONTRACTOR

1. I/we hereby declare that I/we have read and understood the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
2. I/we hereby confirm that the quotations shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the financial bid.
3. I/we also note that any additions, clarifications, etc. which the tenderers would like to bring to the attention should invariably be put in a separate sealed covering letter. They should also make sure that only relevant entries asked for should be made within the tender documents. Entries other than the relevant entry shall make the tender invalid.

DATE: :

SEAL & SIGNATURE OF THE TENDERER

PLACE: :

National Bank Staff College

Annual Maintenance Contract for Operation and Maintenance of Electrical Installations in NBSC Campus.

GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS OF AMC

1. Contractors are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. **The contractor would be required to furnish Rate Analysis for scrutiny of the rates by NBSC, if required.**
3. Rates should include all Taxes (IT, WCT, VAT, etc.), Duties, Octroi, Levies, Wages as per relevant Act, etc. and should be firm for the entire Contract period. Under any circumstances, no price escalation whatsoever remove including materials and labour costs shall be entertained during the contract period. **Service tax, if applicable, shall be paid extra depending upon the rate decided by Government of India from time to time.**
4. Replacement of the materials shall be done based on the complaints lodged in the complaint register & the work slip issued for the same with necessary approval, if required. Materials used for replacement shall be supplied by NBSC after submission of indent.
5. Monthly payment will be made in the case of Comprehensive maintenance works based on bill submitted by the contractor and certified by the Officials of NBSC.
6. Separate work orders will be issued by NBSC in respect of additional works which are not covered under the comprehensive monthly charges. The bills for the same to be submitted within a period of one month after completion of the work. NBSC will be at its liberty to reject any claim made after the stipulated period. The bills for the works carried out without proper work slips/ work order will be rejected and no further representation will be entertained.
7. Such additional works and repair works shall be paid at material rate plus 15% towards Contractor's overhead & profit. No labour charges shall be paid by NBSC for such works. The Rate Analysis, if required, shall be submitted by the Contractor for scrutiny and approval of NBSC.
8. Income Tax, Works Contract Tax and other taxes as applicable, will be deducted from total payment due to the Contractors.
9. All complaints covered under the comprehensive monthly maintenance as per contract are invariably to be attended on the same day and relaxation shall be allowed in exceptional cases only if so allowed by NBSC. For other works for which work slips are issued, these shall be attended after the issue of work slips. In case of delay in attending the work on time, NBSC shall be at liberty to get the work done through any other agency at the risk and cost of the AMC contractor.
10. **The Contractor should have valid 'A' class approved electrical contractor's License** and the workmen employed by the Contractor shall also have the valid wireman / electrician's License/Diploma certificate, in Electrical Engineering, ITI in electrical/mechanical/plumbing workers, skilled and semi-skilled workers and helpers shall be suitably experienced for such maintenance works.
11. The Contractor should arrange to obtain necessary insurance cover of minimum Rs. 2 lakh per person (Workmen compensation policy) for his employees at his cost and should be responsible for the safety of persons, employed by him. A copy of the valid insurance

policy may be furnished to NBSC at the time of commencement of the contract. The policy shall remain valid during currency of contract. A third party cover of Rs. 2 lakh shall also be obtained by the contractor.

12. **The working hours to be observed by the contractors in case of electrical maintenance shall generally be 24 hrs. X 365 days. The contractor shall deploy such minimum number of qualified and experienced staff as indicated in Part IV by the contractor to ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of NBSC.**
13. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules.
14. The Contractor shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act and all other Labour Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. NBSC shall not be responsible in any manner in the event of non compliance with various labour laws in force by the contractor and the onus of compliance lies with the contractor. NBSC shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with Laws.
15. The contractor should ensure payments to the labourers as per latest minimum wages act and also payment to be disbursed to the contract labourer and supervisor in the presence of EIC/ or NBSC's representative on or before 7th of every month irrespective of the fact that previous monthly bill is paid or not by NBSC.
16. **Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The expenditure incurred by the contractor towards payment of employer's share of ESI & EPF contributions, for this contract, shall be reimbursed by NBSC on production of proof of payment (couterfoils) & other documents such as registration number, photo card etc.**
17. The Contractor should be responsible to fulfill all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account and payable by the Contractor.
18. The contractor shall ensure regular payment to his staff posted for the captioned work and the payment made to his staff should not be less than the minimum wages notified by the Central Govt. from time to time and make available for inspection of the Bank the relevant records. However, rate quoted by the Contractor shall be firm and remain valid till the expiry of the contract period.
19. The Contractor shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.
20. The Contractor shall abide by the requirements of Security Section from time to time and shall strictly follow the obligation required by the Institute.
21. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
22. The Contractor or his authorised representative should visit the site frequently as required by NBSC and meet Engineer with prior appointment for any clarifications and to receive instructions.

20. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NBSC. The contractor shall fully compensate NBSC for such damage/loss. The decision of NBSC in this regard shall be final and binding.
21. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NBSC or any of its clients in kind or cash will be viewed seriously and NBSC will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary.
22. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NBSC reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
23. If any dispute arises on any matter concerning this Contract, the decision of NBSC shall be final and binding.
24. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
25. The work should be carried out with least inconvenience to the occupants/ staff members of NBSC. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NBSC in the premises, especially in respect of working hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the occupants. The motto in this regard shall be "Service with a smile". The contractor shall provide photo identity card to its workers including the leave reservoirs. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.
26. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies. The Contractor shall assist NBSC fully in respect of any liaison with the Municipal or any other authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to NBSC.
- 27. EXIT:**
 - i. First three months on a trial basis. If the work is not satisfactory, the contract may either be terminated or extended for another three months for us to observe for any further improvement.
 - ii. The contract is liable for termination by giving one month notice by the Bank and **three months** notice by the contractor. However, the contract may be terminated by the Bank without allowing notice period, if the quality of the work is found not satisfactory. The Security Deposit under these circumstances will be forfeited.
- 28. The contractor shall provide mobile phone to the supervisor.**
- 29. Contractors should provide 2 sets of uniforms of approved color for the employees deputed in NBSC at his own cost and safety shoes one pair.**
30. The contractor shall ensure to provide an alternate qualified manpower or replace with a stand by in case any of the regular staff deployed is absent or leave.
31. The contractor should carefully observe and take necessary steps to maintain day to day electrical Power Factor, as per UPPCL requirement failing which he will be responsible for penalty charged by UPPCL. The penalty will be recovered from the monthly bill of the contractor.

32. On site storage space will be provided to the Contractor. NBSC will not be responsible for contractors materials. The contractor may be required to vacate the storage space and sheds as per-exigency without any extra cost to NBSC.
33. The contractor shall provide everything necessary for the proper execution of the works. NBSC will not supply any Tools & Plants (T&P)/materials or any other equipment, materials, labour, etc.
34. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NBSC.
35. VALIDITY OF TENDER: 90 Days from the date of opening of the Tenders.
36. Additional Terms and Conditions as per enclosure.
37. If in the opinion of NBSC the work done by the contractor is not satisfactory, NBSC may decide depending upon the merit of the work to deduct such amount from the monthly bill amount as it may deem fit.
38. The work shall be executed as per India Electricity rules 2003 and Directorate of electricity safety, GOI. For job work contractor shall follow relevant BIS specifications.
39. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.
40. Contractor shall extend necessary help to other Contractors engaged by NBSC under separate contract who are allowed to use permanent installations like plug power / lights for their respective work. Contractor shall be required to furnish NBSC, as and when required, the following:
 - I. The Power of Attorney, name and signature of his authorized representative, who will be incharge of execution of this contract.
 - II. Wage Book, Muster Book pertaining to labours engaged under this contract.
 - III. Validity of Insurance Policies, Labour Contract License relating to staff engaged at NBSC site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
 - IV. Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed, shall be borne by him.
39. The contractor shall remove from work any worker who is found to be failing in his duties or whose presence in premises is otherwise objectionable in the opinion of NBSC.
40. In case of major failure, the contractor shall provide the required number of Electrical helpers and supervisors to rectify the fault immediately after receipt of complaint.
41. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. NBSC shall in no way be corrected with such manpower and they shall have no claim whatever against the Institute.
42. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms, electrical instruments viz. Multimeter, Meggar, Earth Resistance Tester etc. required for execution of the work covered by this contract to the entire satisfaction of NBSC.
43. Notwithstanding any thing contained therein the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor or any of such employees shall have any right to complain or claim against NBSC. NBSC

also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.

44. **In case the contractor fails to deploy the average number of qualified personnels as indicated in Part-IV, deduction from the monthly bill would be done proportionately.**
45. In case of any stoppage of work resorted to by the employees of the Contractors, NBSC reserves the right to employ other Contractor's workers, without any notice for carrying out the maintenance work. In such cases, either the actual cost of such labourers on whole day basis shall be deducted from the Contractor's bills or recovery will be made on the basis of actual amount paid to the other contractor plus the service charges of 2%.
 - a. **The contract shall be valid upto 31 March 2012.** The bank also reserves the right/option to extend the validity of this contract for a further period not exceeding 1 year at the same rates and on the same terms and conditions.
 - b. Forfeiture clause : In case of negligence/derelection of duty by contractor's staff, the above contract shall be terminated without giving any notice and the security deposit shall be forfeited.
 - c. Recovery of income tax, education cess, work contract tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

Transit accommodation / Store for use by contractor's shift staff may be made available in NBSC campus, if required, at nominal charges of Rs. 2000/- per month. Electricity charges would be recovered on actuals. The allotment will be purely at the pleasure and convenience of NBSC and the contractor will have to vacate the accommodation at the time of completion of the contract or earlier if required by NBSC.

Note :

The property shall be handed over to contractor for maintenance on "as is where is basis" and the contractor shall be required to do the pending work (if any), without any extra cost. In regard to the pending works (as per scope of work) contractor shall not give excuse such as so and so work should have been done by the previous AMC contractors and is not within their scope.

I / We accept all the above Terms and Conditions in all respects without any reservation.

PLACE :

DATE:

ADDRESS :

Signature of the Tenderer

NAME AND SEAL

NATIONAL BANK STAFF COLLEGE

**Annual Maintenance Contract for Operation and maintenance of
Electrical Installations**

SAFETY CONDITIONS OF THE CONTRACT:

As part of the contract, the contractor must satisfy the undermentioned safety requirements and must ensure at all time that these are followed without any deviation.

A. General

1. Smoking and chewing pan are prohibited in the Institute.
2. For any job involving welding, soldering, lighting of flames, use of heat source or temporary electrical connection, prior permission of NBSC's engineer shall be taken before execution of the same. No job involving heat source are permitted to be carried out after office hours, holidays and Sundays without prior permission.
3. It is entirely the responsibility of the contractor to see that safety appliances such as safety belts, life lines, helmets, rubber gloves of appropriate voltage (1100V) rating etc., depending on the job demand, are made available to his staff at contractor's cost. If the contractor need any suggestion on the mater, he may approach NBSC's engineer for the same. Any lapse on safety will be viewed seriously.
4. The contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguishers.
5. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.

B. Safety precautions of portable electrical appliances

Precaution in handling portable electrical appliances are more significant under monsoon conditions. Some likely situations are highlighted here for your attention and action to ensure that conditions and methods of usage conform to the safety of personnel and property.

- i. Broken sockets / pin plug / loose connections: These conditions cause sparks which lead to fault conditions or electrical shock situations. Wires shall not be directly inserted into the sockets as the earth lead of the equipment inserted into the phase socket may give shock to the operator.
- ii. Polarity of phase / neutral and earth.: certain appliances like Poroscope may give violent electrical shock during work if polarity conditions are not satisfied.

- iii. Joints in flexible cables: Usage of portable appliance is such that electrical and physical integrity of joint may be suddenly affected, leading to severe sparking and fire if combustible / inflammable materials are present near the joint. Perhaps this may not be noticed by the operator at all.
- iv. Appliance body grounding and system grounding: In absence of or ineffective appliance body grounding, operator may receive severe shock in case of phase to earth fault during usage. All earth pins in sockets must have low impedance and mechanically firm earthing according to Indian Electricity Rules/BIS 3043 so that safety is assured to operators even under fault condition.
- v. Water leakage: Water reduces efficiency of insulation depending upon exposure. Presence of moisture on ordinary switches may give a shock during operation, switches in chronic leakage areas should preferably be de-energised until the rectification is done and contractor take clearance from the Institute's engineer on the issue.
- vi. Excavation / Addition / Alteration of the Bldg. : During excavations, alterations of the building etc. every care shall be taken that electric shock or damages to cables, are avoided. De-energisation of circuits must be considered whenever required.

We/I agree to the safety conditions and to ensure compliance with the same fully.

Signature of the contractor with seal

National Bank Staff College

Annual Maintenance Contract for maintenance of Electrical Installations and water supply system in NBSC Campus.

SCOPE OF THE CONTRACT:

A. Electrical Installations

1. REQUIREMENTS

The Contractor is responsible to provide Services from Qualified and well experienced personnel, who can independently handle, Operate and maintain electrical installation as per the terms & conditions and scope of work of this tender. If required, the work force to be deployed will be screened for technical capability by the Department to ensure the deployment of suitable candidates by the contractor.

The Contractor shall arrange to execute operation and maintenance services only through qualified electricians who are permitted to work on electrical installations by appropriate competent authority and as per IE rules 1956.

A full time supervision by the Supervisor at site is compulsory during any maintenance services, which shall strictly comply to relevant I.E., rules.

The Contractor shall provide proper uniform, shoes and other safety gadgets like hand gloves, raincoats etc., for the service provider engaged by him during Operation and maintenance services at site.

2. The day-to-day operation of the D.G. Set is under the scope of the contract. Diesel/Other consumables would be supplied by NBSC.
3. All Electrical utilities meant for Client's use shall be maintained in good condition so as to ensure interruption-free operation all the time.
4. Supervisor / Operator posted at Substation shall keep daily records of KWH / KVA / KVARH / PF / Voltage / Current of incomer HT panel as well as the LT panels in the sub-station, including water supply pumps operation log-book in the Log Sheet provided in Substation by NBSC. Separate records of Substation Meters provided in Main LT Panel shall be maintained, including the records of D.G. operation in separate Log Book. Maintenance of battery charger and batteries for D.G. shall be carried out and expenditure towards which shall be borne by NBSC. Log book of DG Set operation and fuel consumption shall be maintained by the contractor. Energy meters are installed at residential flats by NBSC. Recording of flat-wise energy meter reading on the last day of every month and submission to Premises Department, NBSC is under the scope of the contract. Similarly, replacement of energy meters (to be supplied by NBSC as and when required) is also under the scope of the contract.
5. The contractor shall also provide necessary screws, batten clips, fuse wire, insulation tape, rubber packing, gland dori, cotton waste etc., required for the repair works within the quoted rates. However, materials like switches plugs, bulbs, tubes, chokes and other

electrical accessories shall be supplied by NBSC as per requirement. For other unforeseen items the same shall be paid as per the make of the materials and their company's price list. No overheads will be admissible on procurement cost as prices are being decided from lost price without considering any discount. The materials to be used on the works must be conforming to relevant BIS/s specification wherever applicable. However, before using any new material in the work, the same shall have to be got approved from the NBSC's officials.

6. Contractor will collect the complaints from the complaint register provided by NBSC and kept at reception/sub stations and attend to the same on the same day & obtain certification from respective department/residents/ etc. The complaint of complicated nature and beyond the scope shall be reported back immediately to NBSC. Contractor will maintain a proper record indicating reasons for not attending to any particular complaint within time schedule. For unreasonable delays in completion of works, **a penalty of Rs.50/-** (Rupees Fifty only) per complaint per day of delay shall be charged).
7. The wire man/electrician shall also attend to any other electrical repair/preventive maintenance job as may be felt necessary by NBSC.
8. The contractor shall make his own arrangements to provide alternative supervisor/electricians/wire man/pump operator and helper on the day when regular staff is absent.
9. All types of electrical maintenance work shall be carried out by the electricians on duty. Following are some of the common types of defects requiring rectification's.
 - a. Repairs and replacement of switches, sockets, control accessories, lamp shades, wires and required electrical accessories in the Institute Premises.
 - b. Repairing/Replacement/Fixing of light fittings, ceiling and pedestal fans, exhaust fans, switches distribution boards, street and compound lights. Replacement of main switches, regulator, chokes, starters, tubes, distribution boards, control switches, socket outlets, holders, motor starters, parts, etc. in the campus.
 - c. Detection of faults in tube light fittings, other light fittings, fans exhaust fans/pedestal fans, regulators, main panel, other panels including rising mains DB's, MCB's ELCB's Capacitors etc. Detection of faults in all types of wiring such as CTS, surface conduit, cables, etc. and rectifying them by removing the defective wiring as required. In concealed circuit system of wiring where old conduits are damaged rewiring shall be carried out either through surface conduits or wiring as directed under cables fault and its repairs. Termination/glanding of power cables including joint making will be included in contractor's scope.
 - d. Minor repairs to Storage/Instant type Geysers, such as checking/replacement of thermostat, heating coil, wiring, safety vale etc. inclusive of removing and refixing of Geysers, if required. Material will be supplied by the institute.
 - e. Removal of defective pedestal and ceiling fans, exhaust fans and refixing them back after repairing. Fixing new fans including the Exhaust fans/Ceiling fans.
 - f. Minor repairs to fans i.e. change of the capacitor, bearings, wiring, oscillating mechanism etc. overhauling and greasing / oiling as required. Material viz bearings, capacitor etc. will be supplied by the institute.

- g. Repairs to Mercury/Sodium Vapour/Halogen fittings mounted on the building/poles including replacement of MV / Sodium / Halogen lamps, accessories and repairs of cables.
- h. Periodical Testing of electrical installations like HT switchgears / circuit breakers, Transformers, HT/LT busduct, Transformer Oil & its filtration, overhauling of circuit breakers etc. by engaging specialist agencies as per the instructions from Electrical Engineer of the Institute. Prior approval of rates shall be obtained before undertaking such works.
- i. Watering of all the Earth pits on 15 days for trouble-free operation of the entire electrical installation including the computer / networking systems. Earth resistance to be measured quarterly in the presence of Institute's engineer in single mode.
- j. Weekly cleaning of glass panels of solar water heating system/Solar lighting installed in NBSC.
- h. The job includes cleaning of switch boards, fans, lights etc.

Other broad scope of works are illustrated in Annexure-II.

- 11. The contractor will provide experienced staff/workers. In the eventuality of a breakdown in the power system. He should endeavour to restore supply in the shortest possible time , do liaison work with Electricity Department, as and when required. No additional payment will be made separately for such an eventuality except for materials which may be used.
- 12. Repairing of fault in U/G cables including digging of earth and refilling of earth is to be arranged by the contractor. However, any material etc. needed will be provided by NBSC.
- 13. All complaints shall be attended to immediately on receipt of complaints/information. If, however, a complaint remains unattended merely due to negligence of contractor's staff, the same shall be got done through a different agency at contractors cost and recovered from his bill.
- 14. It will be the responsibility of Contractor to liaise with electricity supply agency and other specialist agencies, whose services may be essential and required for the smooth operation/maintenance of equipment installed. Cost, if any, on account of such services shall be borne by NBSC, provided such services are warranted not because of faulty workmanship or defective equipments, which otherwise shall be borne by Contractor.
- 15. It is responsibility of Contractor to provide necessary tools / tackles including safety gadgets and consumable like PVC tapes, fuse wires free of cost to his workmen.
- 16. The maintenance of flycatchers periodically:
 - i. Checking of flycatchers periodically,
 - ii. Replacement of tube or repair if any may be carried out immediately in case any fault is noticed.
 - iii. Periodical cleaning of collection tray of flycatcher machine.

12. The work also includes operation of chemical dosing pumps, recharging the system with Sodium Hypochlorite Solution / Bleaching powder, fixing proper dosage of free chlorine, testing of free chlorine in water supply etc. The consumables viz Sodium Hypochlorite Solution / Bleaching powder, Chlorine Testing kit etc shall be provided by NBSC.
13. Underground CI and GI pipeline of 4 inch dia have been laid at a depth of around 4 feet from the normal ground level for water supply. The repairs to the joints of the pipeline after excavating the earth and by lead caulking method (in case of CI pipes) and repairs of leakage in GI pipeline in NBSC campus has to be carried out as per standard engineering practice. Rates for the repairs as mutually agreed between NBSC and the contractor will be paid.
14. The contractor has to attend emergency complaints/other breakdowns as and when required during the contract period to ensure smooth functioning and availability of power supply and no extra charges for technical consultancy, labour, T&P etc. shall be paid for the same. Rates quoted by the tenderer should provide for such requirements.

15. Maintenance of Pump sets

1. Scope

1.1 The job includes monthly servicing like oiling, greasing, cleaning, replacement of worn-out gland packing, tightening of loose parts, checking of bearing temperature, replacement of worn-out rubber bushes, cleaning of starter and switch contacts, oiling / greasing of the moving parts of switch and starters, testing overload, minor repairs and call back services. As a whole the contractor has to maintain all pump sets in good running condition. The contractor shall supply rubber packing / gland dori as per requirement at his own cost.

1.2 Items not included

The items like replacement of wheel valve, non return valve and foot valve, whole pump set, bearing, pipeline, additional electrical / piping / mechanical works, repairs / rewinding of pump motor, replacement of pump bushes, impellers, shaft, shaft keys, motor fan, replacement of unserviceable switch and starter parts like over load contacts, solenoid coil, timer, fuses, shall not be included in the maintenance contract. The items not covered under maintenance contract the contractor shall not attend any such work without prior approval in writing from the institute.

DECLARATION BY THE CONTRACTOR

We / I have read and understood all the instructions / conditions made above and we / I have taken into account the above Instructions / Terms and Conditions while quoting the rates. We / I accept all the above Terms and Conditions without any reservation, in all respects.

SIGNATURE OF CONTRACTOR :

1. NAME

2. ADDRESS

B) Operation & Operational Maintenance of Diesel Generator Set of 125 kVA installed at NBSC – Scope of work

1. Regular cleaning /dusting of DG set. Keeping the DG set area properly clean. The contractor is not allowed to handle the engine for maintenance purposes, but shall clean & brush the parts externally only.
2. It will be the duty of the staff of the contractor to operate DG Set immediately after the electricity supply is disrupted or as directed by NBSC officials.
3. Regular checking of DG Set batteries, water coolant level, oil level etc.
4. Regular checking of earth connections continuity.
5. Regular tightening of neutral connections.
6. Maintaining log book of the DG set with all the required data on daily basis. The printed log book for the purpose shall be supplied by NBSC as per requirement.
7. All expenses in respect of fuel, spares, lubricants, servicing & other material shall be borne by NBSC.
8. Providing necessary assistance in case of regular servicing if needed.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date: Signature & seal of Contractor

Place:

C) Operation & Operational Maintenance of Air Conditioning Package Units at NBSC- Scope of work

Works to be carried out daily

1. Operation of various AC package units installed at NBSC from 8.00 am to 8.00 pm or as directed by bank authorities. Generally, the AC package units would be operational on working days only (except Saturday/Sunday & Holidays). However, the AC operator would be required to report to duty on non-working days also as per requirement for which no extra payment shall be done.
2. Maintaining log books supplied by the bank for each plant separately for recording operational and maintenance records of every day.
3. Operation and operational maintenance of cooling towers for AC plant.
4. Checking and cleaning of cooling tower, water tanks and proper closing of doors, windows and other opening of all air-conditioned space during the period the air-conditioning system switched on.
5. Cleaning dusting of AC plant room including motors, starters, compressors, pumps, panels, pipes, racks etc. All machinery installed in the plant room will be kept dust free and clean in all respect.
6. Operation of drainage system required for air conditioning plant.
7. Checking for over-heating/abnormalities of bearings, terminals connections, cables of all motors fans, pumps compressors, starters, panels etc. and reporting to the maintenance contractor (currently M/s Voltas Limited).
8. Checking for over heating/sparking/other abnormalities of resistance type starters and reporting to the maintenance contractor (currently M/s Voltas Limited).
9. Daily Recording of PSYCHROMETER readings at different places of the air-conditioned space in the premises.

Work to be carried out weekly

10. Cleaning of air filters in the cooling system
11. Checking of all drain points in plant room.
12. Checking of pump glands for leakage and reporting to the maintenance contractor (currently M/s Voltas Limited) in case of malfunctioning.
13. Checking of leakage and operation of all valves installed in condenser and reporting to the maintenance contractor (currently M/s Voltas Limited) in case of malfunctioning. .

Work to be carried out monthly

14. Blowing out the dust from all motors, cables, panels, equipments etc. checking terminal connections for panels lighting fixtures etc.
15. Checking of all safety controls operation and also the set points of all controls such as HP, LP, Antifreeze, THERMOSTAT, WATER FLOW SWITCH, OVER LOAD RELAY, SINGLE PHASE PREVENTORS ETC.

Reporting any non-functioning to the maintenance contractor (currently M/s Voltas Limited)

16. Checking/cleaning of cooling towers, it's filters, spray nozzles.
17. Checking and setting of all fresh air dampers installed in AC units.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date: Signature & seal of Contractor

Place:

D) Plumbing & other related work – Scope of work

1. Lump-sum rate quoted shall be for the comprehensive maintenance of internal and external plumbing works shall include the following:

- (i) The supply of minor materials, labour and deputing required number of experienced labourers with tools etc. for rectification of all complaints pertaining to work.
- (ii) Repairing and rectifying all internal and external plumbing, sanitary water supply and sewage works of the building, as and when the defects are observed and/or complaints registered except external sewage (outside premises).
- (iii) The contractor must replace, the following as when the same are found damaged/unserviceable.
 - a. EWC seat covers, hinges for EWC seat cover.
 - b. Traps and grating of different sizes and materials, including RCC gratings over the external storm water drains and those provided over the basement drainage.
 - c. Bib cocks, stop cocks, pillar cocks, hot and cold water mixers of bathroom showers and washbasins, urinal and W/C flush valves, etc. of required/approved size & design, including the special fittings.
 - d. Ball cocks, handles, pull chain, plungers, washers, outlet and overflow pipes of flush tanks, bottle traps of washbasins and urinals.
 - e. Shower roses of required sizes and materials.
 - f. MS/GI/CI clamps, wooden plugs, brackets.
 - g. Waterproofing of toilets, kitchen platforms and sinks and pattis of kitchen platform.
 - h. Replacement of CI/CI LA class/GI/ASTM PVC Pipes and fittings of existing materials and sizes, GM gate valves, non-return valves, strainers, pressure relief valves, waste couplings, cockroach traps, etc. of all diameters.

Note: Any item, fixture fitting which is needed to be replaced shall be arranged/paid, subject to prior approval from NBSC.

- iv. Cost of making holes in stone, brick masonry and RCC wall of any size, roofs, chajjas and finishing the same for carrying out the repair works shall be inclusive.
- v. Filling of joints of traps and tiles, cracks, joints, holes of walls, ceilings, etc.
- vi. Stopping leakage in various sanitary and plumbing pipes, etc.
- vii. Clearing of rain water, waste and soil pipes, storm water drains, inspection chambers/manholes, drain pipes from AHUs, toilets, wash basins, etc. once in three months and immediately when the same are choked up.

- viii. Disconnecting and reconnecting plumbing connection in case of water heaters, geyser, boilers, coolers and other electrical gadgets, whenever such electrical gadgets are required to be replaced/repared.
 - ix. Removal of plant growth and pouring acid in external and common areas as soon as the same is noticed without any extra cost such as scaffolding, etc.
 - x. Cutting, threading and fixing of pipes of any sizes; applying paint to joints.
 - xi. Adhesive used for fixing tiles, plumbing and sanitary fixtures, etc.
 - xii. Liasoning with LDA/JAL SANSTHAN for all the works related to water supply and sanitary works as and when required.
 - xiii. The minor material shall mean jute, washers, screws, zinc white and white cement.
2. Any developmental or new works which may have to be done, will be paid on market rate plus 15% towards overheads and profit on production of bill/vouchers etc.
 3. Under any circumstances, charges for scaffolding, centering, shuttering, jhulla, curing will not be paid for any work. It is to be included in monthly lump-sum charges.
 4. The replacement shall be done only on written permission of NBSC.
 5. In the case of dispute, if any, regarding need of replacement of a particular item, the decision of NBSC shall be final.
 7. Contractor will follow the prescribed formats/procedures for receiving complaint, issue of work slips and preparation of bills, etc. as stipulated by NBSC from time to time.
 8. Contractor will maintain a proper record indicating reasons for not attending any particular complaint within time schedule. For unreasonable delays in completion of works a penalty of Rs.50/- (Rupees fifty only) per complaint per day of delay shall be charged.
 9. The contractor shall furnish 3 years guarantee for waterproofing work carried out by him, if any.
 10. For emergency works, and odd hour jobs, no extra payment will be made.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date: Signature & seal of Contractor

Place:

E) Cleaning of overhead water tanks – Scope of work

The contractor will be responsible for cleaning of all the overhead tanks meant for water supply at office, hostel and residential area. The tanks will be cleaned twice a year (preferably in April and October) under supervision of ACT/CT/Hostel Supervisor. Register shall be maintained by the contractor on the periodicity of cleaning of water tanks. **The cost of consumables, chemicals & other items, if any, used in the cleaning shall be borne by the contractor.**

The specifications for cleaning the water storage tanks are as under:

R.C.C.Tanks

- (a) Empty the water storage tank, thoroughly scrap all the sides by means of hand scraper, wire brushes and remove scales and encrustations and washing the tank with clean water, again clean the tank by using coir brush and clean water. Empty the tank and allow it to dry for an hour or so.
- (b) Apply a coat of cement slurry mixed with ½ kg. of gur per bag of cement and 'CICO' No.1 water proofing compound at the rate of 1 kg per bag of cement with paint brush and allow it to dry.
- (c) Before recommissioning the tank, the same shall be sterilised with bleaching power or Milton's solution.

P.V.C./HDPE/Plastic Tanks

- (a) Empty the water storage tank, thoroughly clean all the sides by using coir brush, if necessary by soap water, remove all encrustations/moss formations and wash the tank with clean water. Again clean the tank with water and allow it to dry.
- (b) Before recommissioning the tank, the same shall be sterilised as in case of other tanks.

Cleaning of water supply mains, terrace, etc.

- (i) Water supply ring mains may also be flushed once in 2 years to remove the slush/scales in the pipes.
- (ii) Terraces, sunshades, storm water drains, mouth of rain water pipes on terraces, weep holes in the compound wall, etc. shall be cleaned well before the onset of monsoon to obviate blockage to free flow of rain water

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date: Signature & seal of Contractor

Place:

F) Cleaning of telephone instruments and computer peripherals – scope of work

1. The contractor will be responsible for cleaning of all the telephone instruments and Computer Peripherals at office, hostel and residential area as per the details indicated below :

S.No	Details	Qty. (Approximate)	Frequency of cleaning	Remarks
1	Telephone Instruments of various makes/models	150 Nos.	Fortnightly	Aromatic compound having pleasing aroma may be used to clean the instruments.
2	Desktop Computer	100 Sets	Monthly	Dry dusting of computer monitor & CPU. Cleaning of keyboard, Mouse, Mouse pad by non-abrasive liquid
3	Laptops	20 Nos.	Monthly	Dry dusting of laptop monitor. Cleaning of keyboard and outer body of laptop by non-abrasive liquid
4	Printers	30 Nos.	Monthly	Only outer part to be cleaned.

- (a) The above instruments/Electronic Equipment shall be cleaned by a non-abrasive liquid solution of good quality using soft brush/cloth as per requirement. **The cost of consumables, chemicals & other items, if any, used in the cleaning shall be borne by the contractor.**
- (b) Care should be taken that no damage should be caused to the instruments/Electronic Equipment during cleaning. NBSC shall have the right to recover the damages caused by the contractor, if any, to any of the above instruments/equipment from the dues payable to the contractor.
- (c) The record of having carried out cleaning as per the instructions shall be maintained and got signed by ACT/CT every month. A copy of this record shall be submitted alongwith the monthly bill.

DECLARATION BY THE CONTRACTORS

I have read and understood all the instructions/conditions given above and I have taken into account the above instructions/conditions while quoting the rates.

Date: Signature & seal of Contractor

PLACE:

Annexure-I

Part-A

The Sub-station equipments consist of the following major items:

1.	Transformer 750 KVA, 11/0.433 KV	1 No
2.	HT bus 1 (OCBs)	1 No
4.	HT breakers (OCBs)	1 Nos
5	Capacitor banks (1 X 200 KVAR)	1 Set
6.	MV distribution main panels (with ACBs/SFUs etc.)	1 Set
7.	Network of HT and LT cables	
8.	Feeder Pillars	2 Nos.
9.	Building lighting equipments, distribution boards	At various locations
10.	MV/Sub-distribution boards	At various locations
11.	Tube well 15 HP	01 No.
12.	Monoblock water pumps 15 HP Make Beacon	02 Nos.
13.	DG Set 125 kVA & associated items	01 Set

Part B

Plant and tools necessarily to be deployed at site by the contractor:

(i)	Hydraulic and Manual crimping tools	1 Set each
(ii)	Megger-500 volts and 1000 volts	1 No each
(iii)	Avometer/Digital multi meter	1 No
(iv)	Digital Tong tester	1 No (Grip up to 400 mm)
(v)	Earth Resistance Tester	1 No
(vi)	Wrench set/plumbing set of wrenches/plier	2 sets
(vii)	Insulated rubber gloves (1100V)	02 Nos.
(viii)	500 V insulated Pliers	03 Nos.

(ix) Test lamp holders	03 Nos.
(x) Drilling machine (hammer type)	01 Set
(xi) Welding Machine	01 Set
(xii) Sling Psychrometer	02 Nos.
(xiii) Aluminium Ladder (4 step)	01 No.
(xiv) Aluminium Ladder (8 step)	01 No.
(xv) Torch & batteries	02 No.

Plant and tools to be made available immediately after detection of faults etc. as per requirement:

(i) Cable fault locator (LT)	1 No
(ii) Chain pulley block with Tripod	1 set
(iii) Wire rope	50 Mt
(iv) Jute rope	100
(v) Lux Meter	1 No.

Contractor may have any other items while he feels necessary for operational maintenance of system.

The contractor would be required to deploy the above T&P on NBSC's site at the time of commencement of the contract. A detailed list of such T&P shall be furnished by the contractor.

ANNEXURE II - PART - A

WORKS TO BE CARRIED OUT BY CONTRACTOR

(A) Broad Works to be carried out daily

1. Round the clock operation and operational maintenance of 1 x 750 KVA, 11 KV/415 volt-sub-station control room, distribution room and all control panels, 1 x 200 KVAR capacitor panel, cable network, pump station for water supply, tube wells, street lights, internal electrification of entire Campus. Checking of mechanical/electrical faults, operations/preventive maintenance of above items.
2. Checking of sub-station, electrical panels, water supply pumps, pump station panels, with relays and instrumentation (such as CDG 31/61, U/V auxiliary, metering RPF etc. Maintaining log books supplied by the Institute for all sub-stations, and record the reading. Complaint registers will also be supplied by Institute for recording day to day complaints and to attend the same.
3. Operation of ventilation exhaust fans installed in the sub-station and other areas
4. Cleaning dusting of L.T. panels board. Water supply pumps, generator and all electrical machinery installed in the sub-station and pump station.
5. Checking for over-heating/abnormalities of bearing terminals, connections, cable of all motors, pumps and panel etc.
6. Checking for overheating/sparking other abnormalities of resistance type starters and carbon bushes of commutator motors.
7. Maintenance of record of running hours of generator and water supply pumps.
8. Attending alarms, resetting and removing faults for smooth power supply.

(B) WEEKLY

1. Checking and testing of HT/LT panels, LCC/MCC and all electrical panels feeder pillar and electrical equipments at sub-station for oil leakages, insulation, contacts settings, resetting, metering, over heating, tightening etc.
2. Cleaning of HT/LT panel equipment and generator and pump station panel equipments.
3. Checking of coupling/rubber bushes of water supply pumps.
4. Checking of pump glands for leakage.
5. Checking of leakage and operation of all valves installed in water supply system.

6. Checking of all distribution boards at building complex.
7. Cleaning of sub-station as a whole for hygiene condition.

(C) MONTHLY

1. Blowing out the dust of all motors, cables, panels and all electrical equipments etc.
2. Checking of all safety control operation and also the set points of all controls such as overload relays, CT coils, power factor systems, capacitor banks, batteries and single-phase presenters.
3. Checking and cleaning of water pumps.
4. Oiling and greasing of water supply pumps and exhaust fans and all motors and fans installed in the substation
5. Checking and operation of all indicting lights/volt meters/ampere meters and alarm system.
6. Checking for oil leakages, relays, marshalling box, cable boxes, joints and cleaning of 750 KVA transformer installed in the sub station etc.

(D) WATER SUPPLY/DISTRIBUTION

1. Pumping water, ensure smooth and uninterrupted water supply round the clock.
2. Remove promptly all the defects that may be noticed from time to time.
3. Keep the water supply and distribution system in good condition.

NOTE : A register will be maintained by the contractor indicating date of execution of above indicated work.

PART-II

FINANCIAL BID

**To be submitted in a SEPARATE SEALED envelope superscribed as
“FINANCIAL BID”**

National Bank Staff College

SCHEDULE OF QUANTITIES

PREAMBLE

- a) **Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The contractor should furnish Rate Analysis for scrutiny of the rates if required by NBSC.**
- b) Contractor shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, if ESI & EPF Act is applicable to the contractor as per law. The expenditure incurred by the contractor towards payment of employer's share of ESI & EPF contributions, if any, for this contract, shall be reimbursed by NBSC on production of proof of payment (counterfoils) & other documents such as registration number, photo card etc. alongwith monthly bill. **The rates in the Schedule of Quantity should be quoted EXCLUSIVE of ESI & PF benefits, but should be based on the minimum wages as notified by Regional Labour Commissioner (CENTRAL), Kanpur from time to time.**
- c) Rates shall have to be quoted both in words and figures.

National Bank Staff College

Annual Maintenance Contract for Operation and maintenance of Electrical Installations & water supply system, Plumbing Installations, DG Set Operation, Operation & Operational Maintenance of Package Unit Air-conditioning units, Cleaning of telephone instruments & Computer peripherals, Cleaning of overhead tanks etc. in NBSC Campus

SCHEDULE OF QUANTITIES

Sr. No.	Description of Work	Unit	Lumpsum charges per month in Rs. in figures and in words
1	Operation and maintenance of all electrical installations like 1 x 750 KVA 11/0.433 KV sub-station, power distribution network (HT/LT). MCC/ICC, Street/Lawn/domestic lighting, 125 kVA DG Set, pumps, etc. to provide smooth services of electricity to various users and water pumps operation, cleaning of water tanks, to maintain smooth water supply, maintenance of plumbing installations, periodic cleaning of telephone instruments & Computer peripherals etc. as per details given in the scope of work and terms & conditions etc. (Rates should be quoted exclusive of ESI & PF benefits. If applicable, charges towards ESI & PF would be reimbursed by NBSC on actual basis after submission of documentary proof along with the monthly bill.)	Lumpsum	
2	Operation and operational maintenance of 11 nos. air-conditioning package units of 7.5 TR/10TR capacity, including cooling tower and pumps and accessories as per the detailed scope of work and terms & conditions etc. (Rates should be quoted exclusive of ESI & PF benefits. If applicable, charges towards ESI & PF would be reimbursed by NBSC on actual basis after submission of documentary proof along with the monthly bill.)	Lumpsum	
	TOTAL		

DATE :
PLACE :

(SIGNATURE OF THE TENDERER WITH SEAL)