

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

I N D E X

Name of work: **Running, Operation & preventive Maintenance of Sub-Station, DG Sets, Internal & External electrification, water supply pumping, Lift Operation, AC Plants, Duct able ACs at ICSSR, Aruna Asaf Ali Marg & NASSDOC Library & Office building at 35, Ferozshah Road, New Delhi**

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Information and Instruction for Bidder

The Administrative Officer, ICSSR, Aruna Asaf Ali Marg, New Delhi on behalf of Council **invites sealed Lump Sum bids** in two envelope system from reputed, experienced and registered in appropriate class, contractors of Govt. Depts./CPWD/MES/Govt Undertakings in **TWO BID** system for the following work

Name Of Work: Running, Operation & preventive Maintenance of Sub-Station, DG Sets, Internal & External electrification, water supply pumping, Lift Operation, AC Plants , Ductable ACs at ICSSR, Aruna Asaf Ali Marg & NASSDOC Library & Office building at 35, Ferozshah Road, New Delhi

Earnest Money	:	Rs 52,000/-
Performance guarantee (to be deposited on award of work)	:	Rs 2,60,000/-
Cost of Tender Document	:	Rs 500/-
Sale Of Tender Document	:	11.00 AM to 4.00 PM on all Working days Upto, 26/09/2017
Technical & Financial Bid received	:	28/09/2017 upto 3.00 PM
Date & Time of Opening of Technical Bid	:	28/09/2017 at 3.30 PM
Date & Time of Opening of Financial Bid	:	To be notified later
Time Allowed (contract period)	:	12 Months

TERM & CONDITIONS:

- i) The tender document can be down loaded from the council web site www.icssr.org
- ii) Contractor/Vender who full fill the following requirement shall be eligible to apply & list of such completed works is to be submitted with Technical Bid

Regd. Agencies/Contractors of appropriate class who have completed three similar works* of same or more Amount in Govt./PSU/Govt. Undertakings shall be eligible to Bid

*** Similar works means works of AMC of sub- station, DG sets, AC plants and Internal & External Electrical works etc.**

It may be NOTED:-

- a) Cost of tender paper (if down loaded from Internet), Earnest money, Technical Bid, Financial Bid is to be submitted in separate envelope clearly mentioning tender cost, EMD, Technical bid & financial bid on envelope & all these envelope in one bigger envelope Duly sealed with clearly mentioning the name of work on bigger envelope
- b) Contractor must ensure to quote rate of each items in figure as well as words
- c) The Technical bid will be opened first on due date & time as mentioned above. The time & date of opening of financial bid of contractor qualifying the Technical bid shall be communicated to them later. In the event of rejection of technical bid, the financial bid shall stand automatically rejected.
- d) The Council reserves the right to reject any prospective application without assigning any reasons & to restrict the list of qualified contractors to any number deemed suitable by it if too many bids are received satisfying the laid down criteria.
- e) Contractor shall include all kinds of liabilities other than statutory taxes while quoting the rates. Contractor will be paid statutory taxes as per government norms.
- f) **The bidder/ Tenderer, if discovered to have been black- listed /debarred currently by any government department/PSU/Regd Body or any criminal case is pending against the tenderer anywhere in India during last three years shall be rejected/cancelled by the COUNCIL Concealment of material fact in this regard shall be enough ground for rejection of tender/annulment of award. (Undertaking in this regard on non-judicial stamp paper of appropriate value shall have to be attached.)**

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
(An Autonomous Organisation under Ministry of HRD)
ARUNA ASAF ALI MARG, NEW DELHI-110067

NOTICE INVITING TENDERS

1. Indian Council of Social Science Research, invites '**Sealed Bids**' from reputed agencies fulfilling the criteria laid down in Technical and Financial bid format at **Annexure1&3**. The contract period shall initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as '**Technical Bid**' giving details in the format as per Annexure1, and second envelope superscribed as '**Financial Bid**' in the format at Annexure3. The two sealed envelopes as above shall be placed in another sealed envelope superscribed as '**BID FOR ELECTRICAL SERVICES**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to **The Administrative Officer Indian Council of Social Science Research, Aruna Asaf Ali Marg, New Delhi - 110 067**.
3. The sealed bids shall be received by ICSSR upto 3.00 PM on 28.09.2017. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Technical bid will be opened on the same date at 3.30 pm in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed pre-qualification criteria will be notified separately.
4. Earnest Money @Rs.52,000/- must accompany the **Technical Bid document**. The EMD shall be payable in the form of Demand Draft/Banker Cheque from a nationalized bank/Scheduled commercial bank in favor of ICSSR, payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected straight away by ICSSR.
5. **Forfeiture of EMD:**
 - a) If the bidder withdraws his bid during the period of bid validity.
 - b) In the case of successful bidder, if he fails to furnish the required Security deposit within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.

7. The bid shall remain valid for a period of 2 months from the date of receipt of the bid.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.
9. Bidders should quote the rates in the format given at Annexures. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
10. Payment will be released on monthly basis after receipt of bill and certification by concerned division that the services provided during the month are satisfactory.
11. ICSSR reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by ICSSR from Security Deposit or pending bill or by raising a separate claim.
12. **PERFORMANCE GUARANTEE**
 - 12.1 The successful bidder shall furnish a Performance guarantee Of Rs 2,60,000/- within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.
 - 12.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Security deposit. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
 - 12.3 The security deposit provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in **Annexure2** which should be valid for one year from the date of award.

13. **CONCILIATION/ARBITRATION**

- 13.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by the **Member Secretary, ICSSR.**
- 13.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the empanelled Sole Arbitrator of ICSSR to be appointed by the **Member Secretary, ICSSR.**
- 13.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 13.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 13.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 13.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

14. **FORCE MAJEURE**

- 14.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 14.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely ICSSR and the Contractor.

14.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, ICSSR shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

14.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

15. **APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

16. No alternative offer shall be considered.

17. ICSSR reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of ICSSR's action.

18. ICSSR reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

19. Any clarification on the documents may be obtained from:

The Administrative Officer ICSSR	Council Engineer ICSSR
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20. The Contractor is required to enter into a contract with ICSSR on the terms & conditions as detailed in the tender document on award of work.

21. In case, it is found and proved that under payment has been made to his employees and/or they are deprived of any due benefits, the awarded tender shall liable to be terminated.

22. Employees on contract shall work only for normal duty hours and over time shall not ordinarily be allowed unless and until it is required in unavoidable circumstances but shall be duly approved by the concerned official of ICSSR.
23. Work force/workers requirement will be given after award of work.
24. Security deposit or performance guarantee will be returned after six months completion of work after obtaining labour clearance.

Workforce for 8 hours.

1. Electrician-cum- Pump Operator
cum AC plant operator - 8 Nos. (Skilled)
2. Khalasi-cum- helper - 3 Nos. (Semi-Skilled)

TECHNICAL BID (Cover -I)

(To be submitted in separate sealed envelope along with other documents)

1.	Name & address of the Tenderer Organization/ Agency with phone number, email and name and telephone/ mobile number of contact person. Office Address Telephone No.....(o).....(R) Mobile No. Email
2.	Experience in the work of providing Electrical Services. Particular of experience (Attach certificate, testimonials). This shall cover the details of work of similar nature, approximate magnitude and duration carried out and/ or on hand for at least 3 immediate preceding financial years along with a certificate from the agency where the job was carried out. Name of Organization with complete address and telephone number to whom services provided	I a. From_____ to _____ b. Contract Amount in Rs. Per month..... c. Reason for Termination II a. From_____ to _____ b. Contract Amount in Rs. Per month..... c. Reason for Termination III a. From_____ to _____ b. Contract Amount in Rs. Per month..... c. Reason for Termination
3.	Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing the services.	
a.	Is the establishment registered with the Government: please give details with Document/ evidence.	
b.	Do you have labour licence please give details and enclose the copy thereof.	
c.	Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in ICSSR.	
4.	Are you covered by the labour Legislation such as, ESI, EPF, Gratuity etc.	YES / NO
5.	Please give EPF No. ESI Code: Gratuity Act Regn. No. (Attach Copies).	
6.	Are you governed by minimum wages rules of the Govt. of India If yes, please give details.	YES / NO
7.	Please attach copy of Income Tax return of last three years.	
8.	Please attach balance sheet of the company, duly certified by Chartered Accountant for last three financial years.	

9.	PAN (Please attach copy)	
10.	Trade Licence No, (Please attach copy)	
11.	Service Tax Registration (Please attach copy)	
12.	Please attach copy of latest Service Tax Return filed with the authority or copy of exemption letter, if any.	
13.	Acceptance of term & condition attached. Please sign each page of term and condition as token of acceptance and submit as part of tender document.	YES / NO
14.	Power of Attorney/ authorization for signing the bid documents.	
15.	Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (agency). Indicate any conviction in the past against the Company/firm/partner.	
16.	Detail of the D.D./Pay order of Rs. 52,000/- towards (EMD) and a DD for Rs. 500/- in case tender documents is downloaded from website. DD/PO No. Date: Drawn on: In case of purchase of tender from ICSSR CR No. Date Issuing Office	
17.	Valid labour licence issued by Regional Labour Commissioner, Govt. of India Licence No. Date Authority issued	
18.	Register under small scale industrial undertaking and micro small and medium enterprises	YES / NO Please enclose copy of certificate of registration

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/ Pay Order No._____.
2. Term & Condition (each page must be signed)
3. Financial Bid (in Cover-II)

Name and Signature of
Authorized Signatory:

Stamp/ seal of the Bidder/ Tenderer

Date

GUIDELINES FOR TENDERERS

1. Site Inspection

The contractor shall be deemed to have inspected the site before submission of his tender and acquainted himself with all aspects such as availability of Labour, Materials, working conditions, nature and volume of work involved, availability of site in full or in part at a time. No claim what so ever for these reasons shall be entertained thereafter from the contractor.

2. Purchase and Issue of Tenders

Tender documents can be down loaded from the council web site www.icssr.org

3. Filling up and submission of Tenders

- (a) The contractor shall quote the rates in figures as well as word and shall work out the amount of his offer and the same shall be written in words and figures in such a way that interpolation is not possible.
- (b) Rate are to be quoted on the proper tender form issued by the Council.
- (c) The tenderer shall return the original tender purchased by him and maintain secret of Tender Documents and drawings under official secret Act 1923.
- (d) In case of discrepancy in rates quoted by the contractor in words and figures, the decision of ICSSR authorities will be final.
- (e) Tenders shall be received up to 3:00 PM on the date specified in Notice Inviting Tender.
- (f) Following Documents are required to be submitted with tender: Letterhead of the contractor/company with address & Phone Attested copy of Registration & VAT Number, PAN Number. In case of partnership firm/company, a copy of partnership deed issued by Registrar of Company.
- (g) Unsealed/Incomplete tenders shall be summarily rejected.
- (h) No. page of Tender papers shall be removed and the entire set must be submitted as it is. Failure to comply with the instructions may result in the rejection of tender.

- (i) All entries are to be made in one ink only and should be legible. Tender should not contain erasures and corrections and if there is any, shall bear the date initials of the tenderer.
- (j) The tenderer must read & sign each page of the tender.
- (k) No additions alternations are permitted in tender papers. If the tenderer does so, the same shall not be considered and such tender is liable to be rejected.
- (l) Sealed tender is to be addressed to the Estate & Development Incharge, ICSSR, Aruna Asaf Ali Marg, New Delhi-110067. It should have name of work estimated cost put to tender written on the cover as per directions and instructions. The tender should be deposited in the tender box placed in Administration office room, by the stipulated date and time.

3. Acceptance of Tender

- (a) Conditional tenders shall not be accepted.
- (b) Any tender not fulfilling the conditions shall be rejected.
- (c) In case of any tender where unit rate of any item appears unrealistic then such tender shall be considered as unbalanced tender and if explanation of the tenderer is unsatisfactory then such a tender is liable to be disqualified and rejected.
- (d) Tender for work shall remain open for acceptance for a period of ninety days from the date of opening of tenders.
- (e) The Council reserves the right to reject any or all the tenders without assigning any reason.
- (f) Tender cost shall be non-refundable

A Site Order Book & complaint register shall be maintained at the site of the work in which instructions shall be given to the Contractor as and when necessary. These orders shall have to be signed and complied with by the Contractor or in his absence by his authorized representative or agent & in such case it will be presumed the same have been conveyed to him in time.

SPECIAL CONDITIONS

1. General

These special conditions shall be read in conjunction with the General Conditions of the contract. Where the provisions of these Special Conditions are at variance with the provisions of the General Conditions of the contract the provisions of these Special Conditions shall take precedence.

2. Non-Judicial Stamp Paper

The contractor shall have to supply Non- Judicial stamp papers of requisite amount for execution of Contract Bond.

3. Earnest Money & Security Deposit

- (a) Earnest Money as specified is required to be deposited in the shape of DD/FD of a scheduled Bank of India and pledged in favour of ICSSR or can be deposited in cash with cashier ICSSR and obtain receipt there of and attach with Tender Paper before submission of Tenders.
- (b) If the Contractor withdraws his offer/tender or modifies his offer/tender, which is not acceptable to the Council before acceptance of the tender then his 100% EMD shall be fore fitted without prejudice to any other right or remedy.
- (c) The overall amount of security deposit shall be limited to 10% of Tendered cost i/c Performance Guarantee
- (d) The earnest money deposited by the unsuccessful Tender shall be collected by the tenderer himself by written request.

The successful Tenderer, on acceptance of his tender by the Council on issuance of award letter, shall within 15 days from the stipulated date of start of the work sign the contract consisting of.

- (a) Notice Inviting Tender, all documents
- (b) Each page of the Tender

4. **Contractors Supervisory Staff**

- (a) The Contractor will have to remove any person employed on the work if ordered by the ICSSR for any reasons.
- (b) The contractor or his employed worker shall not damage Govt. Property otherwise the same shall be got repaired by the Contractor at his cost.

5. **Payment of bills**

Monthly bill will be submitted by the contractor as per **biometric attendance** and as per financial bid quoted.

6. **Co-operation with other Agencies**

The Contractor shall not put hindrance to any persons or to other Contractors authorized by the department to carry out works of any nature entrusted to them. The Contractor shall have to allow the other party to work and adjust his work accordingly and no claim shall be entertained on this account.

7. **Determination of Contract**

- a. The officer-in-charge may, without prejudice to his right against the contractor in respect of any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract or otherwise and whether the date of completion has or has not lapsed, by notice in writing absolutely determine the contract in any of the following cases.
- b. In case the work is being performed in inefficient or otherwise improper or un-workman like manner or in case of failure to reconstruct or lapsed of any defective work or failure to comply with the requirements of such notice within a period of seven days or if the contractor delays or suspends the execution of the work.
- c. If the contractor has, without reasonable cause, suspends the progress of work or has failed to proceed with the work with due diligence and will be unable to secure completion of work by the date of completion and continues to do so after a 7 days notice in writing is issued.
- d. When the contractor has made himself liable for action under any of the above cases, the Council can determine or rescind the contract and full security deposit shall be forfeited.
- e. In such eventuality the Council can get the work done at the risk and cost of contractor if so desires.

8. **CONTRACTOR TO KEEP THE SITE CLEAN**

9. **Electricity and Water**

Electricity and Water required for bonafide use of this contract will be available to the contractor free of cost within the ICSSR.

10. **Damages to Existing Structures**

The contractor shall take all possible care not to disturb the existing structures and installations. Any damages done by the contractor shall be made good at his own cost and risk. In case of his failure, the Engineer in Charge shall get the same made good and deduct the amount spent from any amounts payable to the contractor or from his Security Deposit. The decision of Engineer in Charge shall be final and binding.

11. **Labour Regulations**

- a. The Contractor SHALL PROVIDE first Aid Facilities to the staff employed by him at the site of work.
- b. The Contractor shall abide by all the rules/regulations pertaining to Labour-Wages, welfare, safety and health etc. issued by State/Central Government from time to time without any liability on ICSSR.
- c. The Contractor is liable to pay minimum wages to the labour as per Minimum Wages Act and show proof thereof and ICSSR is not responsible in any way. If there is any statutory increase in minimum wages, as notified by Delhi Govt. then increase is payable for labour contracts of claimed by contractor.
- d. The contractor shall be responsible for any damage done to any property or injury to any person whatsoever caused by him or any body is his employment or caused in consequence of his work.
- e. He will indemnify the Council against claims, Demands, proceedings charges Cost charges and expenses whatsoever in respect of or in relation to any such injuries or damages.
- f. The Contractor shall obtain a valid licence under the contract labour (R&A) Act 1970 and contract Labour (R&A) Central Rules 1971 before the commencement of work. Any failure to fulfill this requirement shall attract the panel provisions.

- g. The Council shall have the right to deduct from the amount due to the contractor, any sum required for making good the loss suffered by a worker by reason of non-fulfillment of the conditions of the contract.
- h. The contractor shall comply with provisions of payment of wages Act 1936 Minimum Wages Act 1948, Employees liability Act 1938 workmen's compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefits Act 1961, Contractors Labour (R&A) Act 1970 or the modifications there of any other laws relating there to and the rules made there under from time to time.
- i. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof, shall be deemed to be a breach of this contract.
- j. The contractor shall at his own expenses arrange for the safety provisions as per CPWD safety codes framed from time to time and shall at his own expense provide for all facilities in connection there with.

12. **Fore- Closure of Contract**

If at any time after acceptance of tender, the Council decides to abandon or reduce the scope of works for any reason what-so-ever and hence not require the whole or any part of the work to be carried out, the Officer-Incharge shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter.

The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage or professional loss which he might have derived from the execution of works in full, which he did not derive in consequence of fore closure of the whole or part contract.

13. **Cancellation of Contract in full or part**

If the contractor at any time makes default in proceeding with the works or any part of the work with due diligence and continues to do so even after a notice in writing of 7 days from the officer in charge or Commits default to complying with any of the terms and conditions of the contract or assigns, transfer, then the Council may without prejudice to any other sight or remedy to Govt., cancel the contract as a whole or only such items of work in default from the contract.

14. Termination of Contract on death of Contractor

Without prejudice to any of the rights or remedies under this contract of the contractor dies, the Council shall have the option of terminating the contract without compensation to the contractor.

15. Resolution of Disputes

- a. Except where otherwise provided in the contract all questions and disputes relating to the work awarded. shall be referred to the sole arbitrator to be appointed by the Member Secretary of ICSSR for adjudication of disputes through Arbitration.
- b. The work under the contract shall, however, continue during Arbitration proceedings and payment due or payable to the Contractor shall be withheld on account of such proceedings unless the same forms a part of the dispute referred to arbitration.
- c. The venue of the arbitration shall be New Delhi.
- d. The provision of the Arbitration & Conciliation Act, 1996 and rules made there under shall be applicable.
- e. It is a term of this contract that the party invoking arbitration shall give a list of disputes with amount claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection of claims by the Member Secretary.
- f. The Arbitration shall be conducted in accordance with provisions of Indian Arbitration Act 1940 or any statutory modifications or reenactment thereof and the rules made there under. If any fees are payable to the Arbitrator, shall be paid equally by both the parties.

ADDITIONAL CONDITIONS

1. The contractor has to employ experienced License holders and qualified persons in individual trades for attending to work pertaining to Electrical and water supply systems in the campus.
2. The following registers are to be maintained by the contractor for production to the Engineer-in-charge periodically.
 - a) Attendance by biometric Register
 - b) Complaint Register showing date and time of complaint & the date of attending the complaint
 - c) Slip signed by the complainant for satisfactory attending the complaint etc.
 - d) Dismantled materials Account Register
 - e) Earth Test Register
 - f) Fan, Tube, fitting checking and maintenance Register.
3. Fans are to be serviced once in six months & proper fitting, Greasing, replacement of any defective bearing, etc. are to be done.
4. Any additional work carried out during the contract period shall also be maintained without any additional cost.
5. Replacement (Labour only) of damaged/burnt chokes and other fittings shall be carried out by the contractor for which nothing extra shall be paid.
6. The contractor is responsible for the upkeep of the installations in perfect working condition, carrying out routine check-ups and to attend to any area immediately.
7. All the fitting shall be cleaned periodically with cotton waste, soap etc. All the materials required for cleaning and normal maintenance shall be arranged by the contractor without any extra cost to the owner.
8. All materials including spare parts, required for maintenance shall be supplied by the ICSSR free of cost. The contractor shall supply a list of the materials likely to be needed during the next quarter at least one month before the start of quarter. **Minor consumables items (i.e. Electric Tape, Screws, M-Seal) will be provided by agency & nothing extra will be paid as it will be presumed that these consumables are included in the rate quoted by the agency.**

9. Any damages caused by contractor/his staff, due to their negligence or poor performance, to nay of the fittings, boards, water supply lines, electrical installation, etc. are to be made good by the contractor at his own cost, failing which proportionate recovery as decided by Engineer-in-charge, which shall be final and binding on the contractor shall be made from the contractor's bill.
10. Water supply lines damaged & needing replacement not due to negligence on the part of contractor shall be replaced by the contractor for which material shall be issued by the Department free of cost. The decision of the Engineer-in-charge as to whether the negligence was attributable to contractors' employees/workers shall be final and binding on the contract.
11. Work is to be carried out as per Indian Electricity Rules, CPWD specifications and to full satisfaction of the Engineer-in-charge.
12. The contractor shall intimate the names and designation of the staff employed on work. Every individual staff/workers will prominently display name plate/badge for his identification while on duty.
13. In case of any of the staff employed by the contractor is found absent from duty and the contractors has not made any alternative arrangement, the following recovery shall be made from the contractor by double the current wages.
14. The staff shall come in uniform, I-Card, Torch supplied by the contractor for which nothing extra is payable.
15. The contractor shall deposit the item replaced by him with the Officer Incharge and maintain proper accounts of all such materials.

Conditions Specifications For AMC for Electrical
(Internal/External) Water Supply, D.G. Sets & Substation.

Scope of Work: The scope of the work covers the following:

1. Complete running operation and maintenance of Sub-station and D.G. Set including H.T. Cables, Transformers, L.T. Panels essential and Non-essentials in sub-station.
2. At least one dehydration of oil in Transformer and circuit breaker should be carried out in the contract period on payment basis. For De-hydration, the Contractor shall be paid extra based on the actual cost involved in carrying out this operation.
3. Silica-gel should be checked periodically and replaced whenever required.

Breakdowns

1. All breakdowns are to be attended to immediately within the minimum time. Contractor has to deploy more manpower if required for attending to complaints/ break down for which nothing extra shall be paid.
2. For any breakdown due to contractor's negligence/ poor performance, penalty @½% of tendered value per day or part there of shall be levied.
3. All materials required for Maintenance/ breakdown shall be supplied by the Department free of cost. Alternately, the contractor may be asked to arrange for the materials/ spare parts etc. from the authorized dealer at competitive prices, the cost of which shall be reimbursed after allowing 15% contractor's profit and overheads carriage, handling on production of cash purchase vouchers. However, in case excess material is wasted by negligence/ inefficiency recovery shall be made from contractor for the cost of such material/ spare at the procurement price. Carriage of material/ spares shall be the contractor's responsibility for which nothing extra shall be paid.
4. Cleaning of all installations, lighting connections, checking of any loose connections leakages from transformer, tank, heating of cables, switches etc. should be carried out daily and entered in the main Register.

5. Fans are to be serviced once in six months & proper fitting, greasing, replacement of any defective bearing, etc. are to be done.
 - a. All the fittings shall be cleaned periodically with cotton-waste soap, etc. The materials required for cleaning and normal maintenance shall be supplied by the ICSSR.
 - b. Checking & repairing of all electrical appliances used in ICSSR
6. Megger value of H.T. Cables should be carried during the contract period. Measurement of Earth resistance for all panels has to be carried out at least twice during the contract period and the result to be submitted to the Engineer-in-charge.
7. The contractor has to maintain Log Book of the generating set recording all the reading of fuel oil issued, maintenance carried out etc. The Log Book has to be closed every month and an abstract prepared showing the number of hours run during the month and the average consumption of fuel oil per hour is worked out.
8. History Sheet Register shall be maintained by the contractor showing complete details of Machinery/ equipments etc. i.e., date of purchase capital cost, servicing etc. which shall be submitted by the contractor monthly along with the bills for scrutiny.
9. The Attendance Register shall be maintained for all staff by the contractor, which shall be checked & countersigned by the in-charge periodically.
10. All instruments required for checking, measuring etc. shall be arranged by the contractor at no extra cost.
11. Watch and ward of the Sub-station and D.G. Set shall be the ICSSR responsibility.
12. All the dismantled materials are to be handed over to the ICSSR failing which proportionate recovery shall be made from the contractor's bill.
13. Replacement of damaged/ burnt chokes and other fittings shall be carried out by the contractor (only labour) for which nothing extra shall be paid.
14. Work is to be carried out as per Indian Electricity Rules/ CPWD specifications and to full satisfaction of Engineer-in-charge.

15. ICSSR reserves the right to terminate contract at any time.
 - a) Without assigning any reason, in that event the dues payable to the contractor shall be paid after making any recovery of due from him.
 - b) In the vent of termination of the contract due to unsatisfactory performance or abandonment of the work by the contractor, contract shall be terminated after deducting 2% of the tendered cost in addition to other dues to be recovered from him.
16. Required Diesel and Lubricating oil etc. will be supplied by ICSSR free of cost. The ICSSR shall make its own arrangements for cartage of Diesel/ Lubricating oil etc. The materials required for leaning/ distilling required for batteries are to be arranged by the ICSSR. The contractor has to maintain proper account for consumption of Diesel oil in the Log Book which shall be examined by Engineer-in-charge with respect to theoretical consumption and in case consumption is more than the theoretical consumption plus 2% variation, then recovery at the procurement rate+10% shall be made from the contractor's bill.
17. The staff engaged shall have proper experience in operation of the D.G. Sets and sub-station.
18. The contractor has to employ experienced License and qualified persons in individual trades for attending to works pertaining to Electrical and Water supply systems in the campus.
19. The contractor shall engage the minimum staff for carrying out maintenance of sub-station and D.G. Set. Internal/ External electrification, Lift operation & pumping water as mentioned in the item.
20. Incase of leave of any of the staff, a substitute has to be arranged by the contractor having required qualifications and experience.
21. The Generating set will be Trial tested everyday for its readiness and the same will be recorded in the Log Book.
22. The following periodical checks are to be carried out:

a. Trial run of the set	daily
b. Checking of lights and fans in Sub-Station	-do-
c. General cleaning of D.G. set & Sub-Station	-do-
d. Checking Levels of fuel and Diesel Oil	-do-
e. Checking of water leveling Radiator	-do-
f. Checking of battery connections and distilled water and filling-up	-do-

g. Filling of fuel and lubricants oil	monthly
h. Cleaning of filter	-do-
i. Checking of connections bolts nuts etc.	-do-
j. Closing of Log Book	-do-
k. Greasing of bearings and checking of fan belts	-do-
l. Checking of fan hub and drive	-do-
m. Checking of oil and replacement, if required	half yearly
n. Cleaning of oil and fuel filters	-do-
o. Cleaning of fuel tank breather	-do-
p. Checking of energized oil and governors	-do-

And any other checks required for smooth functioning of equipments.

The above checking are only guidelines. The contractor's staff shall check the alternator for accumulation of dust etc. and clean the same. Check the AMF panel connections etc. for proper functioning of equipments.

23. Any additional work carried out during the contract period shall also be maintained without any additional cost.
24. Any damage caused by contractor/ his staff, due to their negligence or poor performance, to any of the fittings, boards, water supply lines, electrical installations, etc. are to be made good by the contractor at his own cost, failing which proportionate recovery as decided by Engineer-in-charge, which shall be final and binding on the contractor shall be made from the contractor's bill.
25. Water supply lines damaged & needing replacement not due to negligence on the part of contractor shall be replaced by the contractor for which material shall be issued by the ICSSR free of cost. The decision of the Engineer-in-charge as to whether the negligence was attributable to contractor's employees/ workers shall be final and binding on the contractor.
26. The contractor shall intimate the names and designation of the staff employed on work. Every individual staff/ worker will prominently display name plate/ badge for his identification while on duty.
27. The staff shall come in uniform supplied by the contractor.
28. The contractor shall deposit the item replaced by him with the officer-in-charge and maintain a proper account of all such materials.

29. The engaged staff has to be courteous and maintain good behavior at site. Any person found discourteous or misbehavior shall have to be replaced within 24 hours. Decision of the Engineer-in-charge shall be final and binding on the contractor.
30. The contractor shall have to adopt all the safety precautions while executing the work. Therefore, no claim shall be entertained by the Department in case of any accident, if any, while carrying out the work.

**Conditions/ specifications for running
& maintenance of AC plant (AMC)**

1. Operation of the plant on 12 hours basis including Sundays and holidays. Tenderers shall provide a team of technically sound & capable staff as mentioned in the item of works.
2. Fortnightly inspection service of Air Handling Units (AHUS) round the year by a service engineer covering physical examination of the AHU and ancillary equipment for health of the equipments drivers, bearings and motors. The log book readings and interpretation etc. shall also be covered in the fortnightly inspection.
3. Preventive maintenance from time to time such as cleaning greasing & lubrication etc. as required and necessary but not later than the following intervals.

a) Cleaning of Filters of AHU's	As & when required
b) Cleaning of water line strainers	-do-
c) Cleaning of Cooling/ heating coils	Twice in a year
d) Greasing of motors & Blowers bearings	Once in a year or as considered necessary
e) Cleaning of grills/ diffusers	As & when required
4. Replacement of following parts & equipments as soon as noticed defective/ deficient shall be done. The material shall be supplied by the Council as per requirement.

a)	Defective instruments, i.e., Voltmeter, Ammeter, Pressure gauge and thermometers etc.
b)	Defective lamps, fuses, contractors, relays, timers, lugs and thimbles etc.
c)	Defective bearings of motor, AHUs, Blowers, Propeller and Axial flow fans.
d)	Filters, V-velts and any damaged parts.
e)	Gland packing of pumps and valves.
f)	Defective controls like Humidistat/ Airstat/ Thermostat.
5. Checking and correcting the following as preventive maintenance.

a)	Balancing of Air distribution system	as & when required
b)	Purge Operation	-do-
c)	Sequence and Inter lock circuit	-do-
d)	Motor terminal insulation	-do-
e)	All controls such as humidistat, Air stat thermostat, Solenoid valves etc.	-do-
6. Attending to following jobs as and when felt necessary.

a)	Adjustment of Controls & Instruments
b)	Greasing of motor bearings and shaft bearings
c)	Vacuum/ Pressure Testing

7. Recording of readings in the log book for checking the plant as under:
 - a) Checking inside temperature conditions and oil pressure
 - b) Checking the chilled/ hot water temperatures and pressures
 - c) Checking AHU/ Blower motor current
 - d) Checking suction/ Discharge pressure, Compressor Motor Current
8. Contractor shall provide 24 hours call back service for fault rectification by highly skilled staff which otherwise not possible by the staff proposed. All faults to be cleared within reasonable period of time or standby equipment to be made operational for service. All faulty equipment to be collected from site and repaired delivered & fitted at site.
9. Prepare a list of spares required for the plant (low side) and checking of inventory quarterly to prepare list of spares to be replaced.
10. **Quality Service**
 - 10.1 The tenderer shall ensure quality service to the department by promptly attending to the complaints/ break downs.
 - 10.2 If break down/ complaints are not attended to by the tenderer within reasonable period, then following amount shall be deducted from their monthly bills.
 - i) Single bread down if not attended to within seven days of occurrence – Rs.500/- per day for complete break down of AHU, i.e., total stoppage of AHU.
 - ii) Cumulative break down – if the break down/ complaints go on accumulating for a period of more then one month, the subsequent bills shall not be cleared till the complaints/ break down are attended to the satisfaction of Engineer-in-charge.
11. All tools and tackles, chemicals for cooling/ heating coil cleaning, grease, cloth, gland packing, insulation tape, history book and log book are to form part of annual operation and maintenance contract. Materials shall be supplied by the ICSSR.

Labour for both sites: Will be decided after award of work.

- Note:
1. Worker should be well trained as per the job requirement.
 2. Engineer-cum-Mechanic should visit at site as and when required for expertise and any repairs required in any machinery, for which extra will be paid as per agreed by ICSSR at that time or Govt. notified rate.

ANNEXURE 2

Proforma towards Security Deposit

Ref. No. _____ Bank Guarantee No _____ Dated _____

To
Administrative Officer
Indian Council of Social Science Research
Aruna Asaf Ali Marg
New Delhi – 110 067.

Dear Sirs,

1. In consideration of ICSSR _____ (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and ICSSR having agreed that the Contractor shall furnish to ICSSR a performance guarantee for Indian Rupees..... for the faithful performance of the entire contract.
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs./- _____ (in figures) [Indian Rupees/- (in words) _____] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by ICSSR on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by ICSSR in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that ICSSR at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that ICSSR may have in relation to the Contractor's liabilities.
4. The Bank further agrees that ICSSR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in ICSSR against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of ICSSR or any indulgence by ICSSR to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of ICSSR under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till ICSSR discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of ICSSR or that of the Contractor.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs.(in figures) _____ [Indian Rupees/- (in words) _____] and our guarantee shall remain in force until _____. In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of ICSSR under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of ICSSR under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this..... day of 2016 at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name and official
address (in legible letters)

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

Work: Running, Operation & preventive Maintenance of Sub-Station, DG Sets, Internal & External electrification, water supply pumping, Lift Operation, AC Plants, Ductable ACs at ICSSR, Aruna Asaf Ali Marg & NASSDOC Library & Office building at 35, Feroz Shah Road, New Delhi.

Total Bid Amount in Rs

1. Name of the Tendering Company/Firms/Agency:_____
2. Details of the Earnest Money deposit: D.D. /Pay Order No._____
Date_____ Amount of Rs._____ Drawn on Bank
_____.

Lump Sum Rate of Workmen

To determine the Lump Sum Rate of Workman the following shall be included as per statutory provision of the Govt. labour laws and Existing/Anticipated tax regime.

1. Minimum Wages as applicable-consisting of BASIC/ESI/EPF/Rel Charges/Admn. Charges etc.
2. Service Charges to be quoted within consolidated/L.S. amount by the tenderers. This may also include expected change/ increase in future (during the currency period of the contract) on a/c of various elements in (1) above and other liability under statutory provisions of GST and labour laws as circulated by Central/State Govt. from time to time **and** Employer’s share towards EPF& ESI etc.)
3. The consolidated charge shall be the sum of the (1) & (2) above which shall be quoted to determine the L.S. value the contract per month and per year as under:-

S.No.	Descriptions	Nos.	Consolidated Rate per Person Per Month in Rs	Total Amount Per Year in Rs
1.	Unskilled	-	-	
2.	Semiskilled	03 nos.	*	*
3.	Skilled	08 nos.	*	*
*	To be filled by the Bidder			Total Per Year=Rs.

Total Quoted Value of the Tender in Figures.....

Total Quoted Value of the Tender in words

Note:

- 1) The consolidated rate under 3 above shall be all inclusive of other liabilities mentioned elsewhere in the tender documents and also the agency's Service Charges. Nothing extra shall be payable during the currency of the entire contract period i/c extended period as per terms & conditions of the contract/ Agreement.
- 2) Copy of Proof of deposit of EPF& ESI with the concerned Authorities shall have to be invariably submitted by the Agency along with the next R/A Bill failing which payment may be withheld at the discretion of the competent Authority.
- 3) The strength of workmen given is only indicative any increase/ decrease in the number of Workmen shall not entitle the agency for any increase in the quoted rate.
- 4) The agency shall submit a break-up statement in r/o wage structure profile against consolidated/ lump sum rate as quoted above under '3' for reference & smooth governance of the contract.
- 5) Any other clarification if needed may be obtained from the office of the E&W(i/c) before submission of the tender
- 6) The Decision of the Council with regard to selection of the Lowest Bidder shall be based on the considered assessment and shall be binding on the participating bidders
- 7) Attendance of workers will be monitored by ICSSR for purpose of payment **through biometric attendance**. Payment of "Absent from Duty " cases shall be calculated on Pro-rata basis as per Practise

Sign. Of the Bidder

Full Name.....

Address & Tel No.....

E-mail Add.