

CSIR- INDIAN INSTITUTE OF CHEMICAL BIOLOGY, KOLKATA
4, RAJA S. C. MULLICK ROAD, JADAVPUR, KOLKATA –700032.

Name of Work : Servicing, Overhauling and Maintenance of 6.6 KV H.T Power Supply System at
CSIR-IICB, Jadavpur
Tender No. : Admn. 26 (355) / 2016

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NOTE:

1. Tenderer should confirm that they have downloaded and taken print at its true format as displayed of all the above papers. All the documents downloaded are to be submitted duly signed by the tenderer while submitting his offer.
2. ** Available in CSIR-IICB website, i.e. www.iicb.res.in/tender.html

4, RAJA S. C, MULLUICK ROAD, JADAVPUR,
KOLKATA – 700 032.

SHORT TENDER NOTICE

Tender No. : Admn. 26(355) / 2016

Date: 10 / 01 / 2017

Sealed item rate tenders are being invited in two envelope system from eligible contractors who have worked for CPWD, Railway, Post & Telegraph Dept, MES, State PWD,s, other government departments or Semi Government Organizations or CSIR or its Laboratories / Institutes and have successfully carried out the Servicing and Maintenance works of HT Electrical Substation (6.6 KV or above) equipments including Transformer, HT Switch gears, Protective Relays etc. in any Research Institute, Higher Academic Institute, Hospital, Medical Institute or Office Building. For further detail about eligibility criteria and other information visit website www.iicb.res.in/tender.html

- | | |
|--------------------------------------|---|
| 1. Name of work | Servicing, Overhauling and Maintenance of 6.6 KV H.T Power Supply System at CSIR-IICB, Jadavpur |
| 2. Estimated Cost | Rs.3.57 Lakhs (Rupees Three Lakh Fifty Seven Thousand Only) |
| 3. Time of Completion | 2 (Two) Months |
| 4. Cost of Tender | Rs.500.00 (Rupees Five Hundred Only) |
| 5. EMD | Rs.7140.00 (Rupees Seven Thousand One Hundred Forty Only) |
| 6. Availability of tender at website | 10/01 /2017 to 24/01/2017 |
| 7. Last date & time of submission | 25/01/2017 up to 3.00 PM |
| 8. Date & Time of Opening | 25/01/2017 at 3.30 PM |

SUPERINTENDENT ENGINEER
(Electrical)

- C. C. 1). Notice Board, CSIR-IICB, for display
- 2). In-Charge, Computer Division for display at CSIR-IICB Website

Signature of Tenderer with Seal

**CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
KOLKATA –700 032.
NOTICE INVITING TENDERS**

Tender No. : Admn. 26 (355) / 2016

1. Tenders are hereby invited for the work of “**Servicing, Overhauling and Maintenance of 6.6 KV H.T Power Supply System at CSIR-IICB, Jadavpur**” in single envelope system from eligible contractors who have worked for CPWD, Railway, Post & Telegraph Dept, MES, State PWD,s, other government departments or Semi Government Organizations or CSIR or its Laboratories / Institutes and have successfully carried out the Servicing and Maintenance works of HT Electrical Substation (6.6 KV or above) equipments including Transformer, HT Switch gears, Protective Relays etc. in a Research Institute, Higher Academic Institute, Hospital, Medical Institute or Office Building (minimum three works amounting to Rs. **1,42,800.00** and above or two works of Rs. **1,78,500.00** and above or one work of Rs. **2,85,600.00** and above) during the last seven years.

The Tenderer are required to produce proof of fulfilling these conditions along with latest Electrical License Professional Tax, Vat Registration, Trade License & Pan card with covering letter of the firm in a sealed envelope along with the tender to determine Eligibility for the work.

2. Estimated Cost is **Rs.3,57,000.00 (Rupees Three Lakh Fifty Seven Thousand Only)**. The estimate based on CPWD Delhi Schedule Rate 2014 and market rate. This estimate however is given merely as a rough guide.
3. Total time for carrying out the work will be **2 (Two) month** and the date of commencement shall be reckoned from the tenth day of issue of award letter.
4. Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the IICB website www.iicb.res.in
5. Tenders should be on the specified form (Non transferable) which is available at the IICB website www.iicb.res.in/tender.html/ from **10/01/2017 to 24/01/2017**. Interested contractors may download and take a print of all documents for filling up and submission. The Cost of Tender amounting to **Rs.500.00 (Rupees Five Hundred Only) (Non-refundable)** as Demand Draft or Pay Order of a scheduled bank drawn in favour of **Director, Indian Institute of Chemical Biology, Kolkata** should accompany the tender. Tender received without cost of tender will be invalid.
6. Tenders should be submitted in double sealed covers super scribed with the name of work, date and time of opening written both on the inner & outer envelopes. Eligibility documents and Financial Offers should be given separately in two sealed envelopes each marked with ‘Eligibility Documents’ and ‘Financial Offer’ respectively. Envelope-1 marked as ‘Eligibility Documents’ should contain Covering letter with prescribed annexure as referred above, Cost of Tender and Earnest Money and Envelope-2 marked as ‘Financial Offer’ should contain tender documents along with price bid. Both the envelopes shall be submitted together in another sealed envelope.

Signature of Tenderer with Seal

They will be received up to **3.00 P.M on 25/01/2017** and will be opened at **3.30 P.M on the same day at ESU Room No.50**. Tender should be dropped in the tender box kept in **Room no. 50** at Office of the Head (ESU) before the closing date and time indicated. In case these are sent by post, these should be sent by Regd.post/speed post

addressed to the **Director, CSIR-Indian Institute of Chemical Biology, 4 Raja S.C. Mullick Road, Kolkata – 700 032** . Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.

The envelope marked as 'Eligibility Documents' shall be opened at the same day. The time and date of opening of Financial Offer of only the qualified tenderers shall be opened at the notified time, date and place in the presence of the tenderers preferably within a month.

7. The Earnest Money amounting to **Rs.7140.00 (Rupees Seven Thousand One Hundred Forty Only)** as Demand Draft or Pay Order of a schedule bank and drawn in favour of **Director, Indian Institute of Chemical Biology, Kolkata** should accompany the tender. Tenders received without earnest money will be invalid.
8. The Employer reserves the right to accept or to reject any tender, to annul the process and reject all tenders at any time without assigning any reason or incurring any liability to the tenderers. The Employer also reserves the right to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
The Employer also reserves the right, without being liable for any damages or obligation to inform the tenderer, to:
 - (a) Amend the scope and value of contract to the tenderer
 - (b) Reject any or all the applications without assigning any reason.
9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
10. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

NOTE: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tender submitted shall remain valid for 90 days from the date of opening of Financial Offer for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
12. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
 - I. When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
 - II. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - III. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
13. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.
14. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
15. (a) If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance or work order, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the employer shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely.
(b). If the contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money will be absolutely forfeited to the employer.

(c). In case the contractor fails to commence the work specified in the tender documents or such time period as mentioned in the letter of award, after the date on which employer issues written orders to commence the work, or from the date of handing over of the site, whichever is later, the employer is at liberty to forfeit whole of the earnest money absolutely.

(d). If only a part of the work as shown in the tender is awarded, and the contractor does not

commence the work, the proportionate earnest money with respect to cost of work so awarded will be forfeited

In case of forfeiture of earnest money as above, the tenderer shall not be allowed to participate in re-tender of the work.

16. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. **Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.**

17. Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.

(a). Defect Liability Period: Twelve months from the date of completion as certified by the employer. (b). Minimum value of work for the intermediate certificate : Rs.0.00 Lakh. However, Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer.

(c). Security Deposit : A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work.

Performance Security : In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award or the period prescribed for deposition of performance security in the letter of intent issued to him whichever is earlier.

(d). Compensation : Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the Employer (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncompleted or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

18. Para no. 18. Deleted.

19. For all specialist jobs e.g. lights, air conditioning, public address, fire protection, security/surveillance and building management systems etc. technical (covering also general and commercial terms) and financial offers will be given separately in two sealed covers.

20. Purchase preference will be given to Central Public Sector Enterprise (CPSE) for award of works costing between Rs.5 crores to Rs.100 crores as per provisions contained in para 20.10.9 in CPWD Manual 2003 and OM No.DPE/13(12)/2003-Fin Vol.II dated 18.07.05 issued by department of Public Sector Enterprise, Govt. Of India.

21. Clauses No. 28 of conditions of contract i.e. "**ESCALATION**" will not be applicable in this contract since the duration of contract is less than 18 months.

22. **Special Condition :**

The work is to be done by the authorized applicator of specialized chemical / product manufacturer, as the case may be. Contractor need to submit Authorization Certificate of the applicator along with the tender.

CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
KOLKATA – 700 032.

BRIEF PARTICULARS OF WORK

Tender No. : Admn. 26 (355) / 2016

1). Name of Work : **Servicing, Overhauling and Maintenance of 6.6 KV H.T Power Supply System at CSIR-IICB, Jadavpur**

2). Estimated Cost : Rs. 3,57,000.00 (Rupees Three Lakh Fifty Seven Thousand Only)

3). Period of Completion : 2(Two) Month

4). Scope of Work :

- 1) Following works are to be carried out for Service, maintenance of the 1000 KVA, 6.0/0.415 KV oil cooled Indoor and outdoor type Transformers and accessories and Andrew Yule Make H.T Regulators/ Brentford Transformer Unit:
 - Drain out of Transformer Oil opening the top lead & accessories.
 - Dismantling of LV & Neutral Bushing assemblies for necessary servicing & maintenance Transformer.
 - Lifting of live parts & assemblies for through cleaning of active parts & Transformer / Regulator's main tank.
 - Arresting all the oil leakages with proper, suitable neoprene gaskets.
 - Cleaning & Servicing of On /Off Load Tap Changer Switch and other internal parts of the transformer.
 - Replenishing & filling of filtered Transformer Oil in the Tank, conservator tank, Radiator Assembly.
 - Tightening of HT/LT cable end terminations of Power Transformers.
 - Replenish new oil in radiators, main tank to desired level & in conservator.
 - Filtration of entire oil to improve BDV to 50 KV at 2.5 mm gap & submission of Test Reports.
 - Operational check and testing of Buchholz Relay & MOG.
 - Pre commissioning check and Testing of IR / PI value of Transformer windings.
 - Re-commissioning of Transformers & H.T. Regulators.

Signature of Tenderer with Seal

- 2) All the switchgears/ Circuit breakers are to be checked thoroughly and to be serviced as per recommendation of the Manufacturer / Following slandered Engineering Practice.
- 3) All the protective Relays are to be checked using proper measuring tools (Recently Calibrated/ Certified).
- 4) Necessary wirings of the H.T Panels with the Switchgears and Protective Relays are to be modified (if required) to ensure the functionality of the Relays and Circuit Breakers.
- 5) Necessary Indication lamps are to be provided and installed at the Circuit breaker Panel.
- 6) All the materials are to be supplied with ISI marked or approved by Engineer-in-charge shall be used.
- 7) Schedule of supply of materials is to be furnished in advance to the Engineer in Charge. Store / Space for materials will be provided only on the basis of availability of the same in the Institute.
- 8) In case of discontinuation of any make / model of specified item, the bidder may quote for alternative or equivalent make/ model suitable for the specific purpose clearly mentioning the reasons for their consideration in the submitted bid documents.
- 9) Any damages caused due to the reason of given work, the contractor shall be liable to rectify the same at his own cost.
- 10) All scrap materials, waste materials, dust, dirt generated due to the execution of the work by the contractor should be removed to keep the area properly clean. For this purpose necessary arrangement shall be made by the contractor.

Signature of Tenderer with Seal

- 11) Necessary safety norms are to be followed during execution of all electrical and associated works. In case of any doubt or for any clarification required during execution of the work, contractor's representative must contact IICB Electrical Section.
- 12) As CSIR-IICB is a Research cum Academic Institute thus some work may be carried out beyond normal office hours and / or on non- working days with prior intimation to the Engineer in Charge of the works without causing inconvenience to normal activities of the institute. No extra claim will be entertained for this type of job.
- 13) Necessary technical literature / brochure / catalogs etc are to be provided along with the technical bid of the tender.
- 14) All necessary documents, Technical literatures, Manuals, Drawings, Sketches, Test certificates related to Electrical Items, Equipments, systems etc. (as applicable) are to be furnished before handing over the fully functional system as the above at CSIR-IICB, Jadavpur, Kolkata.

Note: *All participating firms are requested to go through the relevant documents and to visit the work site to understand the nature & volume of the Work before submission of the tender, no extra claim will be entertained thereafter.*

Signature of Tenderer with Seal

**CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
KOLKATA – 700 032.**

SUMMARY OF COST

Tender No. : Admn. 26 (355) / 2016

**Name of Work : Servicing, Overhauling and Maintenance of 6.6 KV H.T Power
Supply System at CSIR-IICB, Jadavpur**

Total [brought forward from page no. 13] = Rs.....

Total in Words: (Rupees.....

.....only

Signature of Tenderer with Seal

CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
KOLKATA – 700 032.

Tender No. : Admn. 26 (355) / 2016

BILLS OF QUANTITY

Name of Work : **Servicing, Overhauling and Maintenance of 6.6 KV H.T Power Supply System at CSIR-IICB, Jadavpur**

Item No.	Description of work	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1	Servicing / Overhauling / Maintenance & testing of existing 1000 KVA, 6.0/0.415 KV oil cooled Indoor/outdoor type Transformers and accessories complete in all respect. This work is inclusive of streamline Filtration, Dehydration, Testing of Dielectric strength of Transformer oil, as per relevant IS standards, Supply and replacement of Transformer Breather, Top Gaskets etc. as per recommendation of code of practices of relevant Indian Standard. Job includes supply of skilled man power ,tools & tackles, consumables etc. (Refer to the scope of work enclosed)	2	Job		
2	Servicing, Overhauling , Maintenance & testing of existing 2000 KVA, 6.0KV oil cooled outdoor type Buck-Boost Transformer and accessories complete in all respect .The work is inclusive of streamline Filtration, Dehydration, Testing of Dielectric strength of Transformer oil, as per relevant IS standards, supply and replacement of Breather and top lid gaskets etc. of Buck Booster Transformer complete in all respect. This job is also inclusive of necessary servicing / maintenance/rectification of control card/unit if required. (Refer to the scope of work as enclosed)	1	Job		
3	Servicing, Overhauling , Maintenance & testing of existing 378 KVA, outdoor type Servo voltage Stabilizer and accessories complete in all respect .The work is inclusive of servicing, overhauling, and maintenance of Servo voltage Stabilizer, tightening of HT bus bars , 6.6 KV HT cable end terminations of allied HT panels, streamline Filtration of oil , Dehydration, Testing of Dielectric strength of oil, as per relevant IS standards, supply and replacement of Breather and top lid gaskets etc complete in all respect. Total quantity of oil is approx 1000 Ltrs (Refer to the scope of work as enclosed)	1	job		
4	Servicing, Overhauling , trouble shooting & Maintenance of existing 6.6 KV Circuit Breakers (HT- OCB / HT VCB) with all accessories of the HT Panel, complete in all respect as per standard Engineering Practice including tightening of Bus-Bars, cable end terminations of all cables etc as required.	6	Nos.		

Signature of Tenderer with Seal

Item No.	Description of work	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
5	Servicing, Overhauling & Maintenance of existing 6.6 KV HT Isolator with all accessories of HT panel, complete in all respect as per standard Engineering Practice including tightening of Bus-Bars, cable end terminations of all cables etc as required.	3	Nos.		
6	Testing of Protective Relays of HT VCB & OCB's using Current Injection Set. The tripping mechanism of the protective relays shall be adjusted for effective functioning with the Breaker Panel. The Job is inclusive of the submission of test report in proper manner.	6	sets		
7	Servicing & Testing of Earth pits & Earthing network associated with HT power supply system as per standard Engineering practice.	10	sets		
8	Supply of TRANSOL brand Transformer Oil as per IS. 335 in sealed barrel inclusive of delivery charges.	600	Ltrs.		
				Total Rs.	

(Amount in Words Rupees.....Only)

Note:

- i) The contractor should possess a valid contractor & supervisory license for HT/LT works.
- ii) The contractor should possess a relevant experience in HT/LT sub-station switchgears (copies to be enclosed) as per the NIT
- iii) The contractor can visit the site to access the quantum of work involved before quoting the rate.
- iv) Standard test Report of the oil before & after filtration and Protective Relays are to be submitted.

Signature of Tenderer with Seal

Letter of Transmittal

Request for Eligibility
To be submitted by type-written in the letterhead of Tenderer

Ref.No. Tender No. : Admn. 26 (355) / 2016

Date.....

To
The Director
Indian Institute of Chemical Biology,-*
4, Raja S.C.Mullick Road, Jadavpur
Kolkata – 700032

Sub: Submission of Tender for the Work of '**Servicing, Overhauling and Maintenance of 6.6 KV H.T Power Supply System at CSIR-IICB, Jadavpur.**

Sir,

I/we have read, examined tender documents with all its contents carefully and have no doubt on it. I/we hereby certify that all documents displayed in the tender documents are downloaded and printed at its true format as displayed and no addition alteration modification are made in that document. I/we also agree that if any addition alteration modifications are found in my/our tender, this would be summarily rejected and I/we would have no claim on it.

I/we have furnished all information and supporting details necessary for eligibility and have no further pertinent information to supply. I/we also certify that all the information supplied is true and correct. I/we also agree that in case of any misleading or false or deliberately suppressed information or record of poor performance such as abandoning work, not properly completing contract or financial failure/weakness etc. I/we may be liable for disqualification.

I/we also authorize the Director, IICB or his authorized representative to approach individuals, employers, firms or corporation to verify our competence and general reputation.

I/we hereby tender for the execution of aforesaid work within the time specified in tender and in accordance in all respects with the specifications, designs, drawings and instructions referred in General condition of contract and with such materials as are provided for by and in respects in accordance with such conditions, so far as applicable.

I/we agree to keep the tender open for 90 days after opening of price bid which would be opened preferably within a month after opening of eligibility documents and not to make any modifications in its terms and conditions.

'Earnest Money' amounting to **Rs.7140/-** from scheduled bankbranch..... vide DD/Pay Order No..... as well as 'Cost of Tender' amounting to **Rs.500/-** from scheduled bankbranch..... vide DD/Pay Order No..... ; both drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata are deposited along with the tender and are placed inside 'Envelope No1' marked as 'Eligibility Documents'.

I/we further agree that if I/we fail to furnish the prescribed performance security within the prescribed period, IICB without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely. Further if I/we fail to commence the work as specified, I/we agreed that IICB shall without prejudice to any other right or remedy be at liberty to forfeit both the earnest money and performance security absolutely.

Further I/we agree that in case of forfeiture of earnest money or earnest money and performance security as aforesaid, I/we shall be debarred for participation in the re-tendering process of the work.

I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected to this work as secret / confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety and security to IICB.

Enclosures:-

Signature of Tenderer with Seal